



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Operational Leadership and Crisis Management

Objectives

- To exchange experiences, knowledge and information related to the concepts of management and leadership, to improve the behavioral skills of the manager in dealing with others, and to develop their attitudes towards the positive so that they are more able to build successful teams to achieve the objectives of their centers or units efficiently and effectively.
- The role of the supervisor in the overall administrative process in order to move him from his position as an ordinary supervisor to his status as a distinguished supervisor.
- Enhancing the administrative and behavioral skills of the supervisor and creating an equation of balance between these skills to support the implementation of the objectives of the institution in which he works.

Who Should Attend?

- Team leaders and supervisors
- Directors and Heads of Departments
- Executives
- Employees of the administrative sector
- Secretary and office supervisors
- Team leaders and professionals

Seminar Outline

DAY 1

- The concept of leadership and management and the difference between them
- Management skills of the distinguished manager
- Theories and models in leadership interpretation

DAY 2

- The concept of team building, the stages of the team building process, successful teamwork
- Models in motivating (motivating) task forces
- Authorization skills, reasons for delegation, why managers play the authorization process
- Management of work pressures, causes of stress, strategies to overcome the pressures of work



DAY 3

- Evaluation of institutional performance
- Developing business methods
- Strategic Planning
- Admin properties of the privileged administrator

DAY 4

- Supervisor vision and future vision
- Admin is planned administratively to reach the visions of the future

DAY 5

- The supervisor is aware of the various criteria for organizing and following up the work
- The supervisor who behaves the behavior of the leader during work



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