



أكاديمية الزمالة  
العربية البريطانية



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Arab British Academy Fellowship  
A.B.A.F





# delegation to decision making

## Objectives

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- Develop high levels of leadership skills for your strategic team
- Identify your needs and support to achieve your goals
- Learn skills that can be used at different levels in your organization
- Training that focuses on developing dynamic, creative organization that is open to continuous improvements through creative leadership vision

## Who Should Attend?

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- 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

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### DAY 1

- Introduction to emotional intelligence
- Self awareness
- Emotional flexibility
- Motivation
- Sensitivity among individuals
- the influence
- Management process
- Review of the management cycle
- Goal setting, planning, organization, and due diligence
- The process of effective brevity that makes people work regularly
- Catalysts and inhibition in the field of work
- Emotional factors
- Identify the emotional needs of people
- Influential factors.



## DAY 2

- Understand why old management models are lacking with present-day employees
- What do the staff want from the commander, and what do they expect from him? You may be surprised by the answer
- When do you break the rules of management and why?
- How do you measure your creativity?
- An assessment tool that opens the mind

## DAY 3

- Different communication methods
- Select the profile
- Effective interaction between different communication methods
- an exercise

## DAY 4

- Overview of the negotiation process
- Identification of personal negotiation methods
- Conflict management
- role play
- Team Events
- Team or Working Group?
- Factors affecting the team
- Bilpin view
- Personal preferences
- Team photo
- an exercise

## DAY 5

- Balance between duty, team, and individuals
- Prioritize duties
- Importance vs. Wheel
- Management of dispersion agents
- Sharing effective systems



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