



أكاديمية الزمالة  
العربية البريطانية



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Arab British Academy Fellowship  
A.B.A.F





# Modern methods of planning and organization

## Objectives

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- Empower participants with the necessary management and leadership skills in the 21st century that enable them to meet and overcome challenges.
- Inform the participants of the most important systems, concepts, management theories and modern leaders.
- Enabling participants to prepare strategic plans and operational plans for their organizations
- Enabling participants to work in different ways and not to step behind one.
- Training participants on ways and methods of positive thinking and get rid of illusions and negative habits,
- Enable participants to make their decisions confidently and manage the crises and pressures they face at work.
- Training participants on modern management and management techniques.

## 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 the concept of both leadership and management.
- Who is the leader and who is the director and what is the difference between them.
- Characteristics, strategies and management theories and modern leadership.
- I am the administrator and the leaders and the attributes of each and who is the effective administrative personality?



## DAY 2

- The concept of a set of systems and contemporary management strategies in the twenty-first century include.
- (TQM, ISO9001), BENCHMARKING, RE-ENGINEERING, KPI, BSC, KNOWLEDGE MANAGEMENT,

## DAY 3

- Who is the director and who is the successful leader of the 21st century and what are the challenges facing him?
- Planning skills, strategic planning, performance indicators, stages and steps of preparing the strategic plan and elements of its success.
- How to recognize the personalities of others from a distance and how you can read their thoughts and concerns.
- How do you manage others and learn their abilities and abilities and how do you deal with people who are difficult to see?

## DAY 4

- Basic rules for time management and priority setting.
- How do you make your decisions confidently and how to use the quantitative aspects in making decisions ?.
- How do you manage crises and control them effectively and sense it from afar ?.
- What are the requirements and elements of the administrative and leader in the era of the era of change and information.
- The methods of work and the different forms of modern thinking and not to deviate behind one method of work

## DAY 5

- How to get rid of negative thoughts, habits, illusions and unjustified fears.
- How do you recognize your potential and potential within you and motivate it to come out?
- How do you get to know others from a distance and communicate with them and identify points of convergence with them?
- How to program yourself in a positive way and increase your effectiveness?
- What are the rules of excellence, success and career advancement?
- Exercises and practical situations.



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