



أكاديمية الزمالة  
العربية البريطانية



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Arab British Academy Fellowship  
A.B.A.F





## Drawing strategies and plans

### Objectives

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- Identify the different dimensions of the administrative process and its role in the organization's effective management.
- Provide participants with skills related to the role of supervisors in planning and organizing.
- Provide participants with effective communication skills.
- Define the participants in the rules and foundations of the management of labor conflicts and give them the skills to deal with them
- Provide participants with knowledge about time management and organizational skills.
- Provide participants with knowledge about leadership, organization and management of task forces and teamwork
- Provide participants with knowledge on recent trends in management and their application in the areas of work
- The functions, nature and importance of supervisors in contemporary organizations.
- The skills of supervisors in achieving the comprehensiveness of the administrative process and its effectiveness (methods and skills of setting goals and planning work programs, identifying work needs and employment, organizing, standardizing and distributing work to supervisors)
- The role of supervisors in the training, guidance and development of subordinates and the methods and skills of preparing and qualifying the second row.
- Skills to modify and change the behavior of subordinates and encourage their positive attitudes and motivate them to work and performance excellence.
- The methods and skills of supervisors to achieve communication and effective dealing with subordinates and the management of formal and informal working groups and build the spirit of the team.
- Follow-up and evaluation of the performance of subordinates (modern scientific concept, performance evaluation, performance evaluation methods, skills to address evaluation problems, use of evaluation results)
- Patterns of supervision, leadership and effective supervision.
- The skills of using the holistic approach to identifying and analyzing the problems of work and the methods of making good decisions in facing them
- Change Management (aspects and dimensions of change required of supervisors - obstacles to change and problems - methods and skills to face resistance to change)

### 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

- Specify the role of administrator
- Challenge in supervisory function
- Supervisor Responsibilities, Supervisor Role
- Criteria for measuring and evaluating the results of your success in the supervisor job

### DAY 2

- Use positive input and measure morale
- Develop a positive attitude to double productivity
- Strengthen your career future
- Effort needed to keep positive
- Attention to the development of personal skills
- The composition of the team is ideal and brilliant
- The imposition of power and appearance strong and capable
- Use the power of experience instead of the strength of the position
- Actions are stronger than words

### DAY 3

- Best and worst supervisor
- Skills of success: technical, human relations and management
- List of supervisory skills
- Develop human skills and build good relationships
- The naughty employee and the mistakes that are unforgivable
- Leaders make up successful teams
- The growth of teams in stages and the satisfaction of presidents

### DAY 4

- Best and worst supervisor
- Skills of success: technical, human relations and management
- List of supervisory skills
- Develop human skills and build good relationships
- The naughty employee and the mistakes that are unforgivable
- Leaders make up successful teams
- The growth of teams in stages and the satisfaction of presidents



## DAY 5

- How to exercise discipline and save time for strategic thinking?
- How to use thinking tools in different situations?
- How to improve your strategic thinking?
- How to classify the opaque information set so that you can focus on strategically important matters?



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