



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Prioritizing and achieving objectives

Objectives

- Developing participants' awareness of the challenges they face in an age of stress, and providing them with the skills to deal with them in the work environment effectively.
- Determining work pressures and their impact on individual and organization performance.
- Apply modern scientific and practical mechanisms and methods for effective time management.
- Identify the golden rules for effective delegation.
- Effective management of meetings as a practical application to manage time and work pressures

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

- New global variables.
- The reality of administrative practices in Arab institutions
- Management excellence in the face of global challenges

DAY 2

- What are the dimensions of excellence.
- Manager skills and administrative balance.
- Effectiveness - efficiency - discrimination.
- Management of others and administrative excellence.
- Setting priorities is one of the weapons of administrative excellence.



DAY 3

- Increased work pressure.
- What is meant by pressure.
- Causes of health stress.
- Do you experience nervous tension?

DAY 4

- Stress and action (practical model)
- Sources of pressure.
- Stages of pressure.
- Self-management as a basis for dealing with stress

DAY 5

- Measure pressure level.
- Exposure to stress.
- Evaluate yourself as a manager to cope with change and stress.
- Stress management steps.
- Facing the pressures of administrative life.
- Relieve stress and adjust to intensity.



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