



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Development, motivation and solving administrative problems

Objectives

- Whatever your abilities and skills, time is not allowed to do all the work yourself and the work will be done at the expense of other businesses. Presidents have solutions to the problem of time by delegating tasks to their subordinates and by training them on these and other tasks related to their duties.

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

- Objectives and expectations.
- Select methods in delegation.
- Authorization impediments.
- Use the "Relief" method to ensure effective delegation.
- How to implement delegation procedures.
- Abstract and applications.
- Authorization process as a means of training and development
- Assessing the need for training during the induction process
- Determine the training relationship
- Building trust and familiarity
- Preparation and motivation for training and guidance
- Training Steps

DAY 2

- Keep.
- Delegate the task.



- Delegation of authority.
- Referral

DAY 3

- Restricted and specific powers of subordinates
- Common authorities

DAY 4

- Obtain employee commitment
- Monitoring and follow-up
- Provide the necessary resources
- Give clear directions and instructions

DAY 5

- Key Concepts
- Assess the need for training
- Effective feedback



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