



أكاديمية الزمالة  
العربية البريطانية



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Arab British Academy Fellowship  
A.B.A.F





# Developing executive skills

## Objectives

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- Review the executive qualities of the successful manager.
- Assess the basic needs of employees and their bosses in the workplace.
- Training the participants in the skills of analysis and mental detail.
- The practical comparison between the critical method of thinking and creative sense skills and dropping it on job skills.
- Studying the types of different characters and their reflection on the executive skills of the functional leaders.

## 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

- The meaning of functional excellence.
- Expected career paths and access to the executive field.
- Stages of self development and its relation to job performance.
- Mental activity and its impact on functional efficiency.
- Analytical mind skills as compared to creative skills.



## DAY 2

- Different types of employees within a single workplace.
- Professional management skills and how to reach them.
- The nature of the internal interaction between different types of employees.
- How to achieve administrative efficiency on different types of characters.
- Skills of character analysis and understanding of employee natures.

## DAY 3

- Conceptual Research Skills.
- Theory Skills
- Training in analytical thinking of artistic creativity.

## DAY 4

- Determination of functional objectives.
- Systematic planning for operational stages.
- Professional delegation skills and the nature of administrative orders.
- The importance of setting material goals and action plans for employees.

## DAY 5

- Defining long-term strategic objectives.
- Skills of setting group goals to the attention of teams.
- How to evaluate the facts and choose assistants and identify the nature of employees.
- The importance of setting material goals and action plans for employees.



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