



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Comprehensive strategy and decision-making

Objectives

- Develop high levels of leadership skills for your strategic team.
- Identify your needs and support to achieve your goals.
- Learn skills that can be used at different levels in your organization.
- Training that focuses on developing a dynamic, creative organization that is open to continuous improvements through creative leadership vision.

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

- Introduction to emotional intelligence.
- Self awareness.
- Emotional flexibility.
- Motivation and sensitivity among individuals.
- Impact and management process.
- Review Management Course.
- Goal setting, planning, organization and completion of duty.
- The process of effective brevity makes people work regularly.
- Catalysts and inhibition in the field of work.
- Emotional factors and identification of emotional needs of people.



DAY 2

- Understand why the old management models are lacking with present-day employees
- What do the staff want from the leader and what do they expect from him?
- When do you break the rules of management and why?
- How do you measure your creativity?
- Evaluation management opens the mind.

DAY 3

- Different communication methods.
- Select the profile.
- Overview of the negotiation process.
- Identification of personal negotiation methods.
- Conflict management.
- Team activities and factors influencing the team.
- Bilpin's view and personal preferences.
- Team photo.

DAY 4

- Balance between duty, team and individuals.
- Prioritize duties.
- Importance vs. Wheel.
- Management of dispersion agents

DAY 5

- Incentives that make them give more.
- Select the eight elements.
- Create an effective team.
- Balancing people, management, skills and leadership qualities.
- How to stimulate the presentation of ideas.
- Tools and exercises that encourage the mind to work.
- Principles and tools to solve problems in an innovative way.
- Closing of the program



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