



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Preparing and achieving administrative plans

Objectives

- To refine and develop participants' abilities on how to apply best practices and methodologies related to strategic planning and strategic planning according to EFQM standards
- Record, analyze and evaluate the organization's strategy according to quality standards.
- Develop and develop strategies and plans that meet the requirements of the internal and external environment and the quality of performance.
- Implementation of strategic management stages and steps according to excellence models

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

- History of EFQM.
- European model of excellence as a global model.
- Enterprise Evaluation System Calculate standards of excellence model.
- Excellence Management and European Model of Excellence.
- Excellence equation and quality awards



DAY 2

- Relationship between strategy and excellence model.
- Development of vision.
- Develop mission and guidance.
- Development of plans and programs.
- Develop implementation mechanisms in accordance with TQM.

DAY 3

- External climate analysis.
- Internal climate analysis.
- Identify strategic directions.
- Setting strategic objectives.
- Formulating and formulating strategy and strategic and tactical plans.
- Implementation of the Strategy.
- Monitor, evaluate and update the strategy.

DAY 4

- Concept Planning
- Benefits of planning
- Tactics and strategy
- Components and elements of creative planning
- Types of planning
- Exercise

DAY 5

- Strategic Planning Concept
- Strategic planning and challenges of international competition
- Characteristics of strategic planning
- Advantages of strategic planning
- Porter Porter and Strategic Planning
- Strategic planning and quality.



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