



أكاديمية الزمالة  
العربية البريطانية



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Arab British Academy Fellowship  
A.B.A.F





# Advanced supervisory skills

## Objectives

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- Developing managerial and creative skills for outstanding performance
- To prepare and qualify managers for the twenty-first century so as to be able to achieve this understanding through the following objectives
- View and analyze trends and contemporary concepts in the characteristics, functions and tasks of an effective manager.
- Enhance the skills of managers who influence the effectiveness of management in a changing world.
- Create and create common values, goals and a common language to reach the peak of teamwork.
- Build a team of qualified individuals who are committed to quality work and provide outstanding service.
- Develop common goals and a common reference framework to improve communication quality and enhance performance
- Gain more proficiency and enhance confidence for the participants themselves.
- Develop commitment to the concept of teamwork.
- Promote employee loyalty to their organizations and toward each other.
- Increase awareness of the effects of positive culture compared to destructive culture directed and find means of transformation.
- Recognize the dimensions of comparative cultures that influence leadership behavior

## 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 professional



## Seminar Outline

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### DAY 1

- Self-management skills and leadership of others.
- The art of dealing with bosses and subordinates.
- Functional squares and how to deal with them.
- Time and meeting management skills. Stress management and labor conflict management skills

### DAY 2

- Creative personality "constituents and standards."
- Types and methods of creative thinking.
- Motivation and its relationship to innovation and innovation.
- Skills to solve business problems in an innovative way. Understanding self-improvement and thinking style.
- Methods of transforming creative ideas into operational plans

### DAY 3

- The difference between leadership and management
- Practical definition of successful leadership
- The key element in leadership

### DAY 4

- Ways to show the necessary attention to the direction of sensitive issues
- Steps to act during critical times
- Methods of controlling emotions, especially anger

### DAY 5

- Recent trends in animal analysis (workshop)
- Analysis of the effectiveness of programs.
- Software Efficiency Analysis.
- Economic analysis



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