The Management Essentials

Effectively Communicate, Delegate & Manage Priorities to Achieve Management Success

24 - 28 May 2015
20 - 24 Dec 2015

Dubai, United Arab Emirates
Why Choose this Course?

This course offers a comprehensive overview of good management practice for those new to supervision. This course introduces delegates to the variety of skills needed to be successful and offers insights into how to personally manage the transition from being a ‘technical expert’ to supervision and management. If you are new to supervision or management this course offers a compendium of ideas which will impact your practice immediately.

Managing people is not easy, it is challenging and the early experiences of newly appointed managers can be marked with anxiety, stress and insecurity. A good start therefore becomes critical to build confidence in today’s increasingly competitive business climate.

This course will feature:

• The essential tools for effectively managing people
• Using the performance management process profitably
• How to build a high performing team
• The manager as a communicator and coach
• The 4D Management model: direct, delegate, develop and deliver

What are the Goals?

By the end of this course, participants will be able to:

• Appraise and select supervision tools that “fast track” performance
• Identify personal strengths and identify areas for potential development
• Comprehend and utilise the value of the performance management process
• Build personal credibility through good communication and influencing skills
• Create and monitor personalized action plans for self, others and the team

How will this be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. The Tutor will utilise a combination of presentations, videos, class discussion, group and self reflective exercises in order to examine all the elements of content. In a risk free environment delegates can practice skills in a non threatening environment. The emphasis will be on building the confidence for success.

Who is this Course for?

This course is suitable to a wide range of professionals but will greatly benefit:

• Employees about to undertake supervisory or management positions
• Current Supervisors who are interested in building their management skills
• Team Leaders, site, operations and production Supervisors
• First time Managers with no formal management training
• Young employees identified as ‘high potential’ future Managers

Course Schedule:

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THE COURSE CONTENT

DAY 01
The Foundations of Management
- Understanding the ‘big picture’ of the working environment
- Making the transition into management: new skills, fears and expectations
- What Managers Do? Key competencies and behaviours
- Personality and impact on management style
- Identifying your management style
- The mistakes new managers make and how to avoid them

DAY 02
Performance Management
- A focus on Continuous Improvement
- The role of performance management in organisations
- Communicating team purpose and clarifying personal contributions
- Establishing SMART objectives and measure them
- Planning, prepare and conducting successful performance reviews
- Management behaviour and outcomes

DAY 03
Building High Performing Teams
- Creating the Highly Effective Teams
- Stages in team development and the managers role
- Appreciating team roles and diversity
- Team audit: exercise to evaluate current team performance
- Problem solving in teams; team exercise for creative decisions
- Change management and why individuals resist

DAY 04
Motivating and engaging your people
- How to give feedback: a tool for development and progression
- Handling difficult conversations
- Coaching for personal and team success
- Communication skills for coaching and management
- How to Motivate yourself and your people

DAY 05
Managing Priorities and Delegating Deliverables
- What are my key deliverables?
- Managing Time Effectively
- Delegate to motivate
- Communicating with impact
- Personal management SWOT analysis
- Action planning for future improvement

Register Now: +971 4 427 5400 | +971 4 427 5401 | info@aztech.ae | www.aztech.ae
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Complete & send by fax/mail to address given below. Please use BLOCK CAPITALS.

24 - 28 May 2015
20 - 24 Dec 2015
Dubai, United Arab Emirates

REGISTRATION DETAILS

Family Name:
First Name (Mr./Ms.):
Position:
Company:
Mailing Address:
Telephone ............................................................
Mobile ............................................................
Fax   ............................................................
Email   ............................................................

AUTHORISATION

Authorised by:
Position:
Telephone .........................................................
Fax  ...........................................................
Email  ...........................................................
Postal Address:

FEES

US$ 4,150/- 2015 participant
This fee is inclusive of Documentation, Lunch and Refreshments

MODE OF PAYMENT

Please invoice my company
Please invoice me
Please find enclosed a cheque payable to AZTECH

CERTIFICATION

AZTech Certificate of Completion will only be awarded to those delegates who attend and complete the course.

HOTEL ACCOMMODATION

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue.

Please make your request for accommodation at least 3 weeks prior to the commencement of the program.

CANCELLATIONS & SUBSTITUTIONS

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a $250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

DISCLAIMER

Circumstances beyond the control of AZTech may necessitate postponement, change of venue or substitution of the Instructor. As such, AZTech reserves the right to implement such amendments.

4 WAYS TO REGISTER

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ABOUT AZTECH

A leading international provider of training, seminars, and learning solutions. We offer Strategy, Management & Leadership Development Programs, Functional & Technical Seminars, Customised In-house Programs, and Business Consultancy for Performance Solutions.

TRAINING & CONSULTANCY

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