



An ISO 9001:2015 & ISO 29990:2010
Certified Company

The Management Essentials

Effectively Communicate, Delegate & Manage Priorities
to Achieve Management Success

09 - 13 Dec 2018, **Dubai**

17 - 21 Feb 2019, **Dubai**

28 Apr - 02 May 2019, **Dubai**

15 - 19 Jul 2019, **Houston**

16 - 20 Sep 2019, **London**

08 - 12 Dec 2019, **Dubai**



03-SEP-18



United Nations
Global Compact

The Management Essentials

Effectively Communicate, Delegate & Manage Priorities to Achieve Management Success

Why Choose this Training Course?

Management is a challenging task and making a good start becomes critical to build confidence. However, many newly appointed to the role begin with a very limited understanding of their duties and responsibilities and frequently have little awareness of the interpersonal skills required to manage people effectively. The “people factor” is the most daunting of management activities. Whilst most employees will be supportive and positive, others may be unpredictable and difficult. Thus, emerges the people paradox; there are your greatest strength but equally may prove your biggest problem. In this context it is not surprising that the early experiences of newly appointed managers can be marked with anxiety, stress and insecurity.

This training course offers a comprehensive overview of good practice for those new to supervision but is equally of value to managers who have been in role for some time but to receive any formal training. It will inform, educate and entertain. Delegates will be introduced and offered broad scope to practice a variety of skills and techniques essential to management success and manage the transition from being a ‘technical expert’ to that of supervision.

If you are new to supervision or management this AZTech training course offers an array of fundamental tools that will positively impact your practice immediately. It will enable you to be “the manager that others want to follow” by learning strategies to manage the diverse tasks and people that you will encounter in your working situation.

This AZTech training course will feature:

- Understanding the psychology of people and their diverse motivations and drivers
- Essential tools for building trusting relationships
- Performance management and beyond; prioritising accountabilities, deliverables and results
- Building and leading a high performing team to exceptional performance
- The manager as a communicator, and coach
- Employing 4D Management principles: direct, delegate, develop and deliver



What are the Goals?

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

- Select and apply techniques that engage people, build potential and raise performance
- Review and enhance current strengths; adopt and applying new skills and practices
- Demonstrate a range of interpersonal techniques that engage and motivate employees
- Build personal credibility through focused communication, persuasion and influencing skills
- Create and implement structured goals to generate immediate impact on self and team

Who is this Training Course for?

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

- Employees about to progress into supervision or management
- Current Supervisors who are interested in building their management skills
- Team Leaders, site, operations and production Supervisors
- First time Managers yet to receive any management training
- Young employees identified as ‘*high potential*’ future Managers

How will this Training Course be Presented?

This AZTech training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. In a risk-free environment delegates can practice skills in a non-threatening context. The emphasis will be on building the confidence for success. Brief theoretical and psychological input, is followed by expansive discussion related to management issues and consolidated by powerful individual or group exercises. These provide opportunities for personal participation and facilitate learning to be grounded in real situations which are fast-paced, challenging and empowering.

This seminar utilizes practices and skills from Neuro-Linguistic Programming and highlights the value of Emotional Intelligence in the big picture of the management process. All activities, tools and processes are designed for immediate usage, high impact and improvement in practice. The emphasis will be on building the confidence for success. Psychometric tools may have employed to offer objective feedback on personal styled, performance and utilised to target future areas of individual strength and potential.

THE COURSE CONTENT

DAY ONE:

Foundations and Fundamentals: Direct, Delegate, Develop, Deliver

- Making the transition into management: new skills, fears and expectations
- Current research trends and thinking
- The global working environment: changing perceptions and new demands
- What Managers Do? Responsibilities, Accountabilities
- The Boss I want to become? competencies and behaviours
- Common mistakes that managers make and how to avoid them
- Psychometric review of personal management strengths

DAY TWO:

Performance Management: Managing Self and Others

- Personality and impact on management style
- Managing my communications network to its full potential
- The drive for continuous improvement and how to respond
- Clarifying Organisational and Team purpose
- Management by objectives: beyond the SMART objectives
- The Dreaded Appraisal: Conducting successful performance reviews
- Management behaviour and outcomes

DAY THREE:

Managing the Dynamic Team: A Focus on Outcomes

- Creating the Highly Effective Teams
- Stages in team development and the manager's role
- Generational issues, diversity, challenge and harnessing potential
- Team audit: exercise to evaluate current team performance
- The wisdom of many beats the knowledge of one: Problem solving in teams
- Team momentum and the management of change

DAY FOUR:

Motivational Mindsets: Performance = Motivation + Competence

- Motivational Engagement: Scope, Support, Connection, Voice
- Communication that builds Trust: Connect, Convince, Convey:
- Constructive feedback and handling difficult conversations
- Coaching for personal and team success
- Review of practice: How well do I motivate my people?
- Ten things the great boss does every day!

DAY FIVE:

Managing Priorities: Focus, Influence and Deliverables

- Personal management skills: SWOT analysis
- What are my key deliverables?
- The Golden Rule of Management: achieving goals through the effort of others
- How well do I delegate? Reflection and intent.
- Communicating with impact to inform and influence: easy as ABC
- Action planning for future improvement

Course Schedule:

09 - 13 Dec 2018, **Dubai**
17 - 21 Feb 2019, **Dubai**
28 Apr - 02 May 2019, **Dubai**
15 - 19 Jul 2019, **Houston**
16 - 20 Sep 2019, **London**
08 - 12 Dec 2019, **Dubai**

The Certificate

AZTech Certificate of Completion for delegates who attend and complete the training course

The Management Essentials

Effectively Communicate, Delegate & Manage Priorities to Achieve Management Success

Complete & send by fax/mail to address given below. Please use BLOCK CAPITALS.

This fee is inclusive of Documentation, Lunch and Refreshments

Date	Venue	Fees(USD)	Book your seat
09 - 13 Dec 2018	Dubai - UAE	\$4,750	Register Now
17 - 21 Feb 2019	Dubai - UAE	\$5,950	Register Now
28 Apr - 02 May 2019	Dubai - UAE	\$5,950	Register Now
15 - 19 Jul 2019	Houston - USA	\$6,950	Register Now
16 - 20 Sep 2019	London - UK	\$5,950	Register Now
08 - 12 Dec 2019	Dubai - UAE	\$5,950	Register Now

VAT Announcement: The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

REGISTRATION DETAILS

Family Name: _____ First Name: _____
Position: _____ Company: _____
Mailing Address: _____
Telephone: _____ Mobile: _____ Fax: _____ Email: _____

AUTHORISATION

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

MODE OF PAYMENT

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

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 course.

EVENT DISCLAIMER

We reserve the right to cancel or postpone a seminar or related event, change venue, substitution of the Instructor at our sole discretion. If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid. We are not responsible for airline tickets, hotels costs, other tickets or payments, or any similar fee penalties or related or unrelated losses, costs and/or expenses registrant may incur or have incurred as a result of any trip cancellations or changes.

DOWNLOAD TRAINING PLAN 2019



Scan this code with your smart phone to download Training Plan 2019

Our training portfolio will provide you a number of seminars and courses to choose from depending on your organisational goals and personal development objectives.

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.

4 WAYS TO REGISTER

Toll Free: 800-AZTECH
Telephone: +971 4 427 5400
Fax Number: +971 4 427 5401
Email Address: info@aztechtraining.com
Visit our website: www.aztechtraining.com

CERTIFICATION

AZTech Certificate of Completion for delegates who attend and complete the training course