



“Excellent Service – Excellent Delivery”

The Essentials of Leadership & Management

09 - 20 Sep 2019, London

01 - 12 Dec 2019, Dubai

09 - 20 Feb 2020, Dubai

14 - 25 Sep 2020, London

06 - 17 Dec 2020, Dubai

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



United Nations
Global Compact



The Essentials of Leadership & Management

Why Choose this Training Course?

This Management and Leadership training course aims to encourage effective, collaborative methods of leadership and management. This comprehensive training course helps delegates to work in their organizations and leverage the leadership potential of team members. Delegates will be exposed to focus on developing leadership skills, personal influence, as well as explore strategies for building a team of strong professionals who will support each other, deal with tough problems efficiently, and take accountability. This training course focuses on tactful leadership practices that are effective in any business.

This training course also offers a comprehensive overview of good management practice for those new to supervision. This training 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 team management. If you are new to supervision or management this course offers a compendium of ideas which will impact your practice immediately.

This AZTech training course will feature:

- Leadership styles and transformation
- How to build strong collaborative team work
- Develop strategies for using personal leadership power and building strong, mutual influence relationships within organization
- Using the performance management process profitably
- The 4D Management model: direct, delegate, develop and deliver

The Structure

This comprehensive training course consists of two modules which can be booked as a 10 Day Training event, or as individual, 5 Day training courses.

Module 1 - The Essentials of Leadership: Vision, Influence & Character

Module 2 - The Management Essentials: Effectively Communicate, Delegate & Manage Priorities

What are the Goals?

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

- Discover the core competencies required for exemplary leadership
- Examine the ethical aspects of leadership and values which drive lasting results
- Appraise and select supervision tools that "fast track" performance
- Comprehend and utilise the value of the performance management process
- Create and monitor personalized action plans for self, others and the 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 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

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. This includes highly interactive, hands-on learning style of the Instructor. Many activities will be presented to cause the delegate to engage in and reflect on the information - a large percentage of the time; the course will require interaction and activities. 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.



THE COURSE CONTENT

MODULE ONE: THE ESSENTIALS OF LEADERSHIP

DAY01: Developing a Leader

- Individual Leadership Development
- Leadership Styles and Agility
- The Mindset of a Leader
- The Leadership Values
- Top Leadership Behaviours

DAY02: Interpersonal Leadership Skill

- Active Listening
- Aggressive, Passive, Assertiveness
- Developing Empathic Attunement
- Engaging in Collaborative Behaviours
- Coaching for Better Performance

DAY03: Developing a Winning Team

- Understanding Team Dynamics
- Managing Performances
- Improving Team Effectiveness
- Delegating Effectively
- Team Building Exercises

DAY04: Organizational Leadership Management

- Managing Change within the Organisation
- Impacting Organizational Culture
- Enhancing Leadership Influence
- Being An Enabling Leader
- Developing Organizational Commitment and Meaning

DAY05: The Leader's Network

- Stakeholder Relations
- The Network Weaver Roles
- Network Management
- Network Growth Indicators
- The Principles of Public Engagement

COURSE SCHEDULE:

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THE COURSE CONTENT

MODULE TWO: THE MANAGEMENT ESSENTIALS

DAY06: 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

DAY07: 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

DAY08: 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

DAY09: Motivating and Engaging your People

- Building trust: a critical in managing effectively
- 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 and your people

DAY10: 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

THE CERTIFICATE:

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

The Essentials of Leadership & Management

Date	Venue	Fees(USD)
09 - 20 Sep 2019	London - UK	\$11,900
01 - 12 Dec 2019	Dubai - UAE	\$11,900
09 - 20 Feb 2020	Dubai - UAE	\$11,900
14 - 25 Sep 2020	London - UK	\$11,900
06 - 17 Dec 2020	Dubai - UAE	\$11,900

[REGISTER NOW](#)

*This fee is inclusive of Documentation, Lunch and Refreshments and exclusive of 5% UAE VAT

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

REGISTRATION DETAILS

FAMILY NAME:

FIRST NAME:

POSITION:

COMPANY:

MAILING ADDRESS:

TELEPHONE:

MOBILE:

FAX:

EMAIL:

AUTHORISATION

AUTHORISE BY:

POSITION:

EMAIL:

TELEPHONE:

FAX:

POSTAL ADDRESS:

MODE OF PAYMENT

- PLEASE INVOICE MY COMPANY
- PLEASE INVOICE ME
- PLEASE FIND ENCLOSED A CHEQUE PAYABLE TO AZTECH
- ONLINE / CREDIT CARD

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 and alter the course content 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.

Cancellation & Substitution

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.



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The Structure:

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Module 1 - Strategy, Risks, Negotiation & Leadership

Module 2 - Effective Budgeting & Operational Cost Control

Certification

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

4 Ways to Register

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