



"Excellent Service - Excellent Delivery"

THE ESSENTIALS OF LEADERSHIP & MANAGEMENT

Innovation, Enlightenment and Agility

05 - 16 Jul 2021, Houston
13 - 24 Sep 2021, London
05 - 16 Dec 2021, Dubai
06 - 17 Feb 2022, Dubai

An ISO 9001:2015 and ISO 29993:2017
Certified Company



United Nations
Global Compact

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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

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.



MODULE ONE:

THE ESSENTIALS OF LEADERSHIP:

Inspirational, Innovative and Holistic Praxis

THE COURSE CONTENT

Day One: Agile Leadership in the New Normal

- Leadership Principles, Perceptions and Praxis: essential themes
- Changing Paradigms, New Demands and Enlightened Leadership.
- The New Normal; changing environments, expectations and challenges
- Leadership by “design”, building agile, responsive and decisive leadership
- The Leader Within; innate qualities personality performance, style and outputs
- The External Environment; leading and navigating in turbulent times

Day Two: Leading Self and Others to Exceptional Performance

- The Leadership Management Debate. Do I Lead or Manage?
- What Leadership style does my organisation require?
- 360 Leadership; competence assessment, review and peer coaching
- Leading the focused agile team.: mission, vision values and SMARTER measures
- Communicating Organisational and clarifying team purpose
- Charismatic leaders and Storytelling: acknowledging success and lessons learned

THE CERTIFICATES

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

Day Three: Inspirational Leadership: Motivational Trust, and Collective Wisdom

- Trust- the essential ingredient in the new normal
- Motivational leadership: the Emotionally Intelligent leaders
- Engagement and well-being: Scope, Support, Connection, Voice
- Diagnostic tools for organisational and team development
- Whole brain thinking divergent and convergent thinking
- Decision Making and the power of diverse thinking.
- Collective wisdom, constructive dissent and innovative outcomes

Day Four: Leading a Culture of Change and Building Innovative Capability

- Leading change and transition issues ingenuity and innovation
- Solution focused methodology: Accentuating the positive and the possibilities
- Utilising soft system methodology for innovative insights into change
- Using Nature and multiple intelligences for creative outcomes
- Assessing culture and organisational creativity for agile responsiveness
- Entrepreneurial creativity. How creative am I?

Day Five: Leadership Priorities in the “New Normal Digital Age.”

- The global pandemic.: impact, learnings and responses
- Resilience, Well-being and Mindfulness: key people deliverables
- Planning for Crisis; beware the “black swans”
- Ethical leadership for sustainable organisations.
- Reframing the Business Model Canvas to create value and sustainability
- Action planning for future improvement



MODULE TWO:

THE MANAGEMENT ESSENTIALS: *Addressing priorities in a Post COVID world*

THE COURSE CONTENT

Day Six: Agile Management in the New Normal

- Making the transition into management: new skills, fears and expectations
- Key accountabilities. Responsibilities, Accountabilities
- The Boss I want to become - Competencies, behaviours and priorities
- Psychometric assessment of personal management strengths
- Applying theoretical models

Day Seven: Managing Performance of Self and Others

- What style of management does my organisation require?
- Psychometric assessment on my preferred management style
- Driving continuous change for improvement and creative agility
- Clarifying Organisational and Team Purpose
- SMARTER objectives for the 21st century
- Assertive behaviour and successful performance reviews

Day Eight: The Dynamic Team: Focus, Solutions and Outcomes

- Creating the Highly Effective Teams: in house and remote
- Characteristics of Dysfunctional teams
- Generational issues, diversity, challenge and harnessing potential
- Team audit: evaluating current performance to initiate future targets
- Utilising Collective Wisdom solve problems issues and crisis
- Managing Change, the "What if" Factor., Transition and Crisis

Day Nine: Motivational Mindsets: Performance = Motivation + Competence

- Motivation to Engage: Scope, Support, Connection, Voice
- Communication to Connect, Clarify, Convince and Convey
- Constructive feedback, conflict and handling difficult conversations
- Coaching for individual and team success.
- Review of practice: How well do I motivate my people?
- Ten things the great boss does every day

Day Ten: Prioritization in the New Normal and Digital Age

- The global pandemic: impact and learnings
- What are my key deliverables post pandemic?
- The Golden Rule: achieving goals through the effort of others
- Delegation for Development. How well do I delegate?
- Presentation skills: Inform, Illustrate, Influence, Impact, Initiate
- Action planning for post workshop improvement

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**
- **Module 2 - The Management Essentials**



DATE	VENUE	FEES(USD)
05 - 16 Jul 2021	Houston	\$ 13,900
13 - 24 Sep 2021	London	\$ 11,900
05 - 16 Dec 2021	Dubai	\$ 11,900
06 - 17 Feb 2022	Dubai	\$ 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:

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POSTAL ADDRESS:

MODE OF PAYMENT

Please invoice my company

Please invoice me

Please find enclosed a cheque payable to AZTECH

/ Credit card



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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.

4 WAYS TO REGISTER

Telephone: **+971 4 427 5400**

Fax Number: **+971 4 427 5401**

Email Address: **info@aztechtraining.com**

Visit our website: **www.aztechtraining.com**

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