

Management and Leading Teams

(5 day course)



SHMAILAN

COURSE OBJECTIVE

Management life in many organisations today is becoming constantly more complex and this brings enormous demands on those entrusted with the role of leadership as well as their colleagues. This course seeks to define effective leadership as an activity for managers, which requires an alignment of action and attitude if optimum performance is to be achieved. The content addresses those issues that will explore how the manager can lead a team successfully, communicate vision and achieve their personal and professional objectives in an ever more demanding environment.

AUDIENCE

Who does this training benefit :

Individuals who wish to improve their management and leadership skills.

Executives

- Managers
- Coordinators
- Supervisors

Course Prerequisites :

None

Workshop Structure :

- Theory supported by examples
- Case study
- Practical group exercises
- Supporting training material is provided to each participant

Timing :

9.00am to 1.00pm*

Refreshments and a one hour lunch break is provided

* Hours can be flexible based on client needs

Location :

Four or Five Store Hotel in Dubai*
Details provided upon registration

Course Benefits

- People management
- Understanding motivation
- Performance management
- Effective communication
- Achieving teamwork and co-operation

Managing and Leading Teams - Course Review

What You Will Learn

On completion of this training course, delegates will be able to:

- > Understand what motivates members of a team
- > Know how to communicate effectively
- > Learn different strategies for dealing with difficult people
- > Understand the differences between managing and leading
- > Learn how to delegate effectively
- > Learn the different stages of team development
- > Understand how to manage team performance better
- > Learn how to manage conflicts better

Course Content

Introduction	Managing the team
Welcome, introduction & review personal objectives	Assessing the dynamics of your team
Managing people	Deciding on and allocating team roles and resources
Motivating the individuals and the team	Achieving team success by managing personalities
Theories of motivation	Effective Performance Management
Inspiring ownership	Individual and team performance assessment
Communicating effectively	Criteria for success / KPI's
Dealing with difficult people / situations	Assessing and measuring good / poor performance
Transactional Analysis	Giving feedback on good / poor performance
Managing conflict and difficult issues	Identifying training and coaching needs
Moving from Managing to Leading	Staff developments plans / objectives / Follow up & review procedures
Effective historical leaders	Review personal objectives, summary & close
Personal leadership styles	
Leadership theories & models	
Defining leadership as an activity	
Developing leadership behaviours	
When to manage? / When to lead?	
Assessing circumstances and selecting style	
Managing the team	
Delegation & empowerment	
Deciding what to delegate to who and when	

CANCELLATION POLICY

Delegates can cancel in writing at any time with the following fee applicable

- 13 – 5 days 20% of training cost
- 5 – 3 days 40% of training cost
- 2 – training date 80% of training cost

NOTIFICATION

Joining instructions will be emailed to the training coordinator 5 days in advance of the workshop date

SCHEDULE

	January	February	March	April	May	June
Managing and Leading Teams						X
	July	August	September	October	November	December
			X			

PRICE

	\$ US
Per delegate	\$2995.00

BOOKING

1. **RESERVE** your place by emailing us at info@sigtraining.com
2. **CONFIRM** your attendance using the attached booking form



Booking Form Fax Back To FAO INFO

Fax Number: 97143415352

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Company :
Address :
.....
.....Postcode :
Telephone : Fax :

Delegate Details

Mr/Mrs/Miss/Ms. (please circle)

First Name : Surname :
Position : Department :
Email : Telephone :

Delegate Details

Mr/Mrs/Miss/Ms. (please circle)

First Name : Surname :
Position : Department :
Email : Telephone :

Course : Managing and Leading Teams

Date of Workshop :

Invoice Details

Company : Mr/Mrs/Miss/Ms. (please circle)
First Name : Surname :
Department : Email :
Address :
PO Number..... Postcode :
Telephone : Fax :

Cost of Course per delegate :
Number of delegates attending :
Total Cost :
Name (please print) :

SIGNATURE



