

TRAINING TITLE

EFFECTIVENESS IN PEOPLE MANAGEMENT & TEAM LEADERSHIP

5 days

TRAINING VENUE AND DATES

Ref LM086	Effectiveness in People Management & Team Leadership	5 days	04-08 March	\$6,500	London, UK
--------------	---	--------	-------------	---------	------------

In any of the 5 star hotel. The exact venue will be intimated once finalized.

Training Fees

6,500 US\$ per participant includes Training Materials/Handouts, Tea/Coffee breaks, Refreshments and International Buffet Lunch.

Training Certificate

DEFINE Management Consultancy & Training Certificate of course completion will be issued to all attendees.

TRAINING INTRODUCTION:

Professionals who have shared and practised different ways of performing the key management and leadership functions offer increased self-awareness, flexibility and confidence. They are better able to stand back from the everyday detail and focus on longer-term organisational needs, secure in the knowledge that their team are competent and motivated to deal with operational tasks. Management & Team Leadership training course enables experienced managers to 'master' people management & to have confidence that team leadership can be taught and makes a tangible difference to the manager, the team and the organization. An important area is that the difference between leadership and management is essential to understand.

TRAINING OBJECTIVES AND BENEFITS:

This short course is designed to give the attendants the fundamentals of natural gas conditioning and processing including some of the details of the process. Specifically, by attending this course you will:

- Understand your role as manager and leader
- Establish clear objectives and standards of performance for your teams
- Manage your workload using effective prioritisation and delegation techniques

DMCT/OL/9/18(Rev3Dt:23/9/18)

- Maximise your influencing skills through skilled communication
- Build an effective team and exceed expectations
- How to be more effective, increase personal impact, make better use of time, and delegate appropriately
- Appreciate the benefits of clear communication, influence through building rapport, how to recognize and then manage conflict
- Key factors and steps in team building, people management and how to motivate
- Mastering people management & team leadership through dynamic coaching, mentoring and development
- Understanding and defining the key aspects and potential of your role

WHO SHOULD ATTEND?

Those who need to develop their understanding about leadership, management and communication, looking for business gains and benefits from managing their teams more effectively. Leaders and managers responsible for working through others to achieve company goals

TRAINING METHODOLOGY:

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions, and motivate everybody find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course. All presentations are made in excellent colorful power point. Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work& Practical Exercises
- 20% Videos& General Discussions

COURSE OUTLINE

DMCT/OL/9/18(Rev3Dt:23/9/18)

Day 1

Understanding Your Role

- Leader or manager
- Self-perception
- Beyond the job description: Finding-out what your organisation requires of you
- Balancing conflicting stakeholder demands
- Understanding the nature of change
- A model for implementing change

Day 2

Personal Effectiveness, Time Management and Delegation

- Understanding yourself and your organisational environment
- Outcome orientation
- Setting personal and team objectives
- Managing performance
- Finding and using time effectively
- A model for effective delegation

Day 3

Communication, Influence and Conflict Management

- Channels of communication
- Effective listening skills
- Emotions and rapport
- Persuasion and negotiation: The keys to personal influence
- Managing conflict assertively

Day 4

Team Building, People Management and Motivation

- How high-performing teams work
- Identifying team roles
- Motivation and reward
- Building and sharing a vision
- Different approaches to leadership

DMCT/OL/9/18(Rev3Dt:23/9/18)

Day 5

Enhancing Team Performance through Coaching and Development

- How people learn
- Coaching for personal and team growth
- Feedback skills
- Development planning
- Next steps

NOTE:

- Pre & Post Tests will be conducted
- Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.

.....



www.definettraining.com

DMCT/OL/9/18(Rev3Dt:23/9/18)

P.O BOX 45304
ABU DHABI, U.A.E

T +971 2 6264455
F +971 2 6275344

www.definettraining.com