An Intensive 5 - Day Seminar On

Mastering Management Skills

11 - 15 Sep 2017, London
27 Nov - 01 Dec 2017, Kuala Lumpur
03 - 07 Sep 2018, London
19 - 23 Nov 2018, Kuala Lumpur

EuroMaTech is proud to be associated with the following accreditation bodies:

The PMI Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.
INTRODUCTION

This practical, interactive and participative EuroMaTech training course will enhance your management skills in order to motivate your team members by projecting a charismatic and inspiring approach to your role. With practical insights into managerial and behavioural styles, you will explore the core competencies needed in effectively managing in an organisation, managing people and managing change. This Mastering Management Skills training course will give delegates:

- An assessment of their managerial style
- Clear direction for action in their areas for improvement
- The skills and knowledge to take their performance up to the next level
- The management tools and techniques to create effective change

WHO SHOULD ATTEND?

- Individuals who have some experience at the supervisor/manager level and are ready to take more management responsibilities
- Individuals who are being groomed to make the transition from supervision to management
- Managers who are looking to improve their managerial competencies
- Those who have been appointed to manage a change initiative
- Clarify your role as manager
- Know the importance of character in management
- Know the dimensions of behavioural style
- Embrace core functions of effective managers
- Discuss the key elements used by major organisations to achieve business excellence
- Develop your core managerial style to inspire your team
- Understand how to implement a successful strategy
- Understand the need to take responsibility for leading change
- Understand how to be a Champion of Change

PROGRAMME OBJECTIVES

- Clarify your role as manager
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TRAINING METHODOLOGY

Mastering Management Skills offers a training course which is highly interactive and gives everybody an opportunity to exchange views and learn from each other’s experiences. This EuroMaTech training course also includes a range of case studies, management games and simulations, discussion exercises, self-assessment instruments and video training films.

PROGRAMME SUMMARY

Delegates who attend this Mastering Management Skills training course will learn to take responsibility for helping their team members to build the personal capacity needed to increase productivity and business results. Delegates will learn how to channel their skills and motivation into improving their key performance factors. Delegates will leave the training course with new insights into their preferred management and behavioural styles. Every delegate will have renewed confidence and energy to implement their personal action plans developed on the training course.
## PROGRAMME OUTLINE

### DAY 01

**THE LEADER IN YOU**
- Taking a World View
- The Value of Management Training
- Define the Terms ‘Leadership’ and ‘Management’
- The Role of Character in Management
- The Dimensions and Characteristics of Behavioural Styles
- Your Behavioural Style and the Strengths of the Others
- The Functions of a 21st Century Manager

### DAY 02

**DEVELOPING PERSONAL EXCELLENCE**
- Your Personal Operating System
- Maximising Personal Productivity
- Developing Critical Personal Networks
- Getting The Most out of Meetings
- Establishing Direction:
  - Developing Key Elements for Business Excellence
  - Analysing Your Organisation’s External Environment
  - Understanding Your Market
  - Missions, Visions and Success Factors
  - The Impact of Organisation Culture
  - Ensuring Regulatory Issues are Known and Understood

### DAY 03

**ENCOURAGING YOUR PEOPLE TO GIVE THEIR BEST**
- The Main Factors of Leadership
- Recruiting and Selecting People
- Establishing Expectations
- Building Capacity in Your People
- Tracking and Appraising Performance
- Creative Problem Solving
- Introduction to Teamwork

### DAY 04

**MAKING THE BEST OF YOUR RESOURCES**
- Your (Non-people) Resources
- The cost of (poor) quality-getting things wrong
- Exploring and managing risks
- Minimising environmental impact
- Using technology to maximise impact
- Achieving results your customers will value
- Focusing on customers
- Defining and managing business processes
- Creating Innovation where you work

### DAY 05

**ACHIEVING RESULTS YOUR CUSTOMERS WILL VALUE**
- Facilitating Change
- Managing Change
- Systems Thinking
- Organising for Change
- Post Course Action Plan

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**In-House Training**

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.
Seminar Registration Details

Complete & Mail or fax to EuroMaTech at the address given below

Please register me on the:

- 11 - 15 Sep 2017, London
- 27 Nov - 01 Dec 2017, Kuala Lumpur
- 03 - 07 Sep 2018, London
- 19 - 23 Nov 2018, Kuala Lumpur

Mastering Management Skills

YOUR DETAILS

Name (Mr/Ms): .........................................................................................................................................................................................................................
Position: Organisation: ..........................................................................................................................................................................................................
Address: ...................................................................................................................................................................................................................................
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City / Country: ..........................................................................................................................................................................................................................
Telephone / Fax: ......................................................................................................................................................................................................................

METHOD OF PAYMENT

☐ Please find enclosed a cheque made payable to EuroMaTech
☐ Please invoice me
☐ Please invoice my company as follows:
Contact Name: ........................................................................................................................................................................................................................
Company Name: ....................................................................................................................................................................................................................
Address: ..................................................................................................................................................................................................................................

SEMINAR DETAILS

Documentation
High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition a special note pad to facilitate note taking will be provided.

Certificates
A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Schedule
07:30 – 08:30 Welcome
08:30 – 10:15 First Session
10:15 – 10:30 Coffee Break
10:30 – 12:15 Second Session
12:15 – 12:30 Coffee Break
12:30 – 14:00 Third Session
14:00 – 15:00 Lunch
15:00 – 16:00 Open Session

Fees
The Fee for the seminar, including instruction materials, documentation, lunch, coffee/tea breaks & snack is:
US$ 5,500/= per delegate

Hotel Accommodation
EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

Registration & Payment
Please complete the registration form on this page & return it to us together with your cheque made payable to EuroMaTech.

For Further Information, Contact Your Nearest EuroMaTech Office:

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Cancellation Policy
Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.$250/= processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer
EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

EASY WAYS TO REGISTER

Telephone: +971 4 4571800 to provisionally reserve your place.
Fax your completed registration form to: +971 4 4571801
E-mail to us: info@euromatech.com or helpdesk@euromatech.ae
Complete & return the booking form with cheque to EuroMaTech P.O.Box 74693, Dubai - U.A.E.