



Training Seminars & Conferences


An Intensive 5-Day Training Seminar On

Leadership and Management Skills for Supervisors

09 - 13 Feb 2020, Dubai

27 Sep - 01 Oct 2020, Dubai



 View Details

www.euromatech.com

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

Leadership and Management Skills for Supervisors

INTRODUCTION

As supervisors, team leaders and managers progress in their career, they soon realise that new or more advanced skills and knowledge are required to achieve greater success. This means being able to manage other people, projects and priorities and to lead teams effectively.

This EuroMaTech training course provides a solid framework to understand the key drivers of leadership and management success and a toolbox of essential team leadership and management skills.

Participants will develop the following competencies:

- The key team leadership and management skills, and when to use them
- How to manage, lead and develop work teams to higher performance
- Ways of managing people, projects and priorities for improved results
- Be able to communicate, motivate and coach others effectively
- Improved problem-solving and decision making

PROGRAMME OBJECTIVES

- Understand the difference between managing and leading
- Explore the main drivers of leadership and management success
- Understand the key leadership and management skills, including:
 - » Goal setting and Motivation
 - » Impact and Influence
 - » Customer Service
 - » Emotional Intelligence
 - » Delegation
 - » Time Management
 - » Listening, Feedback, Appraisal and Learning
 - » Managing Conflict and Challenge
 - » Performance Management
 - » Reporting Up (How to Manage your Boss)
 - » Profit and Loss
 - » Coaching for Performance
 - » Change and Transition
 - » Personal Development
 - » Create a Personal Development Plan Based on the Above Skills

WHO SHOULD ATTEND?

This EuroMaTech Leadership and Management Skills training course is designed specifically for those professionals who are new or relatively new to supervision, team leadership and management, or who have recently been promoted to a higher level or a bigger team. It will also help anyone who wishes to refresh and develop their team leadership and management skills.

- Team Leaders (new and experienced)
- Technical Staff making the transition to management
- Supervisors who wish to increase their effectiveness
- Team Leaders interested in further management development
- Managers who wish to evaluate and improve their performance

TRAINING METHODOLOGY

Participants will learn from a clear explanation of leadership theory and management skills. This is achieved by active participation in discussions and experiential exercises. Group discussion is an important element in this EuroMaTech training course, and delegates should be prepared to share their experience and their own stories with the rest of the group. We will use video clips and case histories each day to illustrate and illuminate the key points. All delegates will be asked to make presentations to the group, and to commit to a personal development plan.

PROGRAMME SUMMARY

Participants in this EuroMaTech training course will explore the essential skills required to:

- Lead and motivate their staff
- Increase their influence through the organisation
- Deliver their business goals

All participants will return to their organisations with a personal development and action plan to apply their learning to their job, and to achieve rapid and sustained improvements in their capabilities and their performance.

PROGRAM OUTLINE

DAY 01

Practical Frontline Leadership Skills

- The Difference between Leadership and Management
- How Your Leadership Drives Performance
- The Leadership Cycle: daily, weekly, monthly
- Leadership Toolbox: the key leadership and management skills
- Personal Leadership Inventory

DAY 02

Leadership in Action – People, Priorities and Projects

- Dealing with distractions and understanding the value of your time
- Prioritisation and organisation: how to master both and teach others
- Setting and communicating vision, mission and goals
- Working together to achieve your goals: the secrets of great team working
- Essentials of project management for managers
- Coordination activities in the digital age: tools and techniques
- Case Study and Learning Exercise on Creating Purpose and Improving Performance

DAY 03

Improving your Team's Performance

- Mindset, team dynamics and motivation
- Limiting beliefs and other brakes on performance
- Emotional intelligence and influence
- Teamwork and trust – management skills for managing teams
- Deep listening, reflection and learning – learning and working as a team
- Situational leadership and the one-minute manager

DAY 04

Leading through Better Communication

- Leadership and management communication strategies
- Gaining rapport and building credibility with your team
- Effective questioning and listening skills
- Ways to be more convincing and overcoming conflict
- Negotiating agreement and getting a win-win
- Case Study and Learning Exercise on Negotiation and Communication

DAY 05

Managing People and Change

- Theories of change: why we find change hard / how to make it easy
- Coaching for performance: Giving and receiving feedback
- Difficult conversations and conflict
- Working relationships (managing up and down)
- Personal development and growth plan
- Leadership and management skills: summary
- Personal development plans

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.

QUALITY CERTIFICATIONS & ACCREDITATIONS

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.

Leadership and Management Skills for Supervisors

✓	Date	Venue	Fee(\$)
	09 - 13 Feb 2020	Dubai	US\$4,950
	27 Sep - 01 Oct 2020	Dubai	US\$4,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).**

Your Details

Name (Mr/Ms):.....
 Position:..... Organisation:.....
 Address:.....

 City / Country:
 Telephone / Fax:

Mode 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:.....

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

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

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 indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

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.

***VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

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