



## Effective Management Skills

Training Course	Effective Management Skills
Course Language	English
Course Duration	Days: 5 days ; Time 5:00pm – 8:00pm Maximum participant: 15 Training Venue : Qatar University
Course Objectives	<ol style="list-style-type: none"><li>1. Recognising the role of a manager</li><li>2. Communicating effectively</li><li>3. Motivating, managing and leading a team</li><li>4. Planning and delegating</li><li>5. Assertiveness</li><li>6. Problem solving</li></ol>
Course Content	<p><b><u>Course Key Topic Area Includes</u></b></p> <p>The need for managers who can perform effectively is an essential requirement in modern business. They must be able to demonstrate their management styles and management skills with confidence and conviction and draw on a range of approaches to suit each situation.</p> <p>Professional management means making decisions of the highest quality, and this is more likely to be the result of an organised and informed approach than on the quantity of work put in.</p>
Learning Outcomes	<p>At the end of the program the trainees will be able to:</p> <ol style="list-style-type: none"><li>1. Recognise the importance of interpersonal skills</li><li>2. Describe how good communication with others can influence our working relationships</li><li>3. Outline the roles we play in our work groups and teams</li><li>4. Become effective communicators within our business environment</li></ol>



Target Audience	<b>Both existing and newly appointed managers at any level in the organization, so they can continually develop their leadership styles and deal with key areas of effective management, including motivation, delegation and managing stress.</b>
Course Material /Technology used/ Details Relevant to the course.	<b>Relevant articles and cases will be handed to the participants, one week prior to the start of the course.</b> <b>Videos and other relevant video clips will be used during this seminar.</b> <b>A lot of interactive activities will take place and role playing. It will be a very hands-on seminar.</b>
Course Fees	<b>QAR 1700</b> <b>15% discount for Online Payment and registration</b>