

Professional Manager

Introduction:

This accredited course has the ability to develop and enhance the general and basic management skills of participants and prepare and qualify them to pass the MPC exam. With the many challenges facing the management function, participants in this course will gain valuable knowledge, skills and abilities that are essential for leadership and management in the global labor market. Participants will learn about basic managerial activities such as planning, organizing, coordinating and controlling and looking for the core competencies and management techniques they need to develop continuous. This course will address the topic of guidance, and how it has become an important administrative technique when it comes to motivating others, overcoming obstacles and solving work problems. Participants will also learn how to motivate managers to develop a variety of leadership capabilities in order to maintain a healthy organization in a competitive job market.

Methodology:

This course uses business scenarios and case studies to impart necessary knowledge and skills related to the management function and its core activities. Evaluations are also used to help participants discover leading management techniques

Course objectives :

At the end of the course, participants will be able to

Identifying the different jobs and the type of managerial skill associated with each of them

Develop core managerial competencies to carry out tasks and responsibilities

Choosing when to use guidance and counseling in order to manage others effectively

Determine the relationship between temperament and behavior and use it to motivate oneself and others

Use logical and creative methods to solve problems

Distinguish between leadership and management to improve overall results

Target groups

Department heads, supervisors, managers and others who need to develop and hone their managerial skills

Target competencies

Planning, organizing, coordinating and controlling

Managing and motivating employees

guidance

Leadership and decision making

Creative thinking and problem solving

Accountability

Dealing with change

Administration

Definition of the organization / institution

Definition of management

Definition of a professional manager

What are the duties of professional managers?

Professional Managers and Work Ethics

Management is an art or a science?

The most influential factors on management performance

Basic administrative functions

The Six Steps to Planning

Administrative styles and competencies

Defining competence

Essential Skills for Professional Managers

Reviewing different management styles

Factors affecting management style

Reasons for failure of managers

Professional managers and effective mentoring

Direction or management?

Guidance and iceberg theory about competencies

Contribution of training to the development of the work environment

The Five Words That Affect Guidance

Management and Motivation

definition of stimulus

Motivation theories that professional managers should know

Leadership towards a motivating work environment

work design

Setting/determining the purpose

Provide feedback on performance

Reward systems

How to motivate a multicultural workforce

Challenge handling skills

Top ten challenges facing professional managers

Follow the logical approach in managing challenges and finding solutions

Business fundamentals that every manager should apply

Management and leadership

Defining leadership

The difference between managers and leaders

Six levels of leadership

Successful leadership habits

Self-development plan