

# € TRAINING

Advanced supervisory skills and enhance the  
creative environment at work



18 - 19 November 2019  
London (UK)



## Advanced supervisory skills and enhance the creative environment at work

REF: M12421 DATE: 18 - 19 November 2019 Venue: London (UK) - Fee: 6750 Euro

Because supervisory levels are the link between executive and senior management levels, achieving the organization's objectives, increasing productivity and overall performance of the organization, affects the effectiveness and efficiency of supervisors' performance.

And because the skills of supervisors in any organization in need of continuous development, and to acquire advanced tools and methods that reflect on the deepening of these skills and activate their role in motivating individuals working, and push them to commit to the goals of the organization.

You need this conference to learn about supervisory skills and advanced methods, to be able to play an effective and supervisory role in your organization.

### First week:

#### Advanced Supervisory Skills:

The administrative and supervisory process and the fundamentals of management "future perspective":

- Supervisory function.
- Traditional Outlook in Management.
- Contemporary Perspective in Management.
- The management process from a future perspective.
- Skills to do the administrative process.
- Integrated Comprehensive Manager.
- Modern management.

#### Modern Strategic Management:

- Implementation of strategic planning and effective organization of human resources management.
- Stages of building a management strategy.
- Introduction to Empowerment-Based Strategic Building.

#### Managing Priorities and Confronting Work Stress:

- Modern Access to Priority Management.
- Matrix "Coffee" for prioritization and time management.
- Ways to Confront and Manage Work Stress Management Stress Theories.
- Practical case and open discussions.

#### Effective administrative communication:

- The basics of the communication process.
- Organizational Communication.
- Communication barriers.
- Communication behavior patterns.
- Factors to achieve optimal handling of different communication patterns.
- Applied case.

### Effective meeting management:

- Concept of meeting.
- Concept of meeting management.
- The importance of meetings.
- Types of meetings.
- Patterns and behavior of members during meetings.

### Negotiation and Persuasion Skills:

- The concept of negotiation.
- Methods of persuasion and solution.
- Characteristics and specifications of the professional negotiator.
- Representation of practical roles.

### Modern managerial, innovative and creative skills in problem solving and decision making:

- Thinking patterns in the human mind.
- Is creative thinking coincidental or deliberate?
- Creative thinking methods.
- Discussions.

### Excellence in the preparation of appropriate administrative change programs and plans:

- What is development and change?
- Concept - importance - objectives - characteristics - stages.
- Scientific method of introducing change.
- Types of change.

### Second week:

#### Promoting the creative environment at work:

- Concept of building thought leadership and habits of effective leader.
- The concept of creativity and mental delineation Mind Mapping and stages of the process of creativity.
- Creative thinking and its impact on the management planning process.
- Understanding of individual personality, collective and innovative mental.
- The Seven Practices of an Effective Leader.
- Stages, components, determinants, elements of creative thinking and methods of measurement.
- Measures of creativity.
- Methods of creative and innovative thinking and how to apply and involve the executors.
- Obstacles and obstacles to creativity.
- How to acquire creative skills to achieve administrative excellence in work.
- Creativity and solving administrative work problems using brainstorming method.
- Some creative experiences and lessons learned.
- The inevitability of excellence and features of the contemporary administrative environment.
- The axes of excellence and the competitive position of the organization.
- Weapons of Excellence.
- How to create a spirit of excellence among employees?
- The relationship between administrative excellence and creativity skills.
- Innovative creative methods and how to apply them while working.

- Inventory and identify methods to overcome obstacles to the application of new methods and how.
- Deal with them to achieve outstanding administrative performance.
- Local government experiences in the field of creativity and administrative excellence.
- Create a distinct work environment that encourages creative and innovative thinking.
- The relationship between administrative survival, excellence and creativity.
- Strategic management as an effective and realistic approach stems from major international companies.
- Skills to be provided in strategic management.
- How to determine the future scope of FAO's work FAO's mission and purpose
- How do you formulate realistic goals for the organization?
- Models and methods of major international companies such as Boston-General Matrix and choose the appropriate strategy for each company according to their own circumstances and competitive position.
- Strategy and competitive position.
- Psychological factors affecting the choice of appropriate strategy.
- A practical case about the Malaysian experience.
- Strategic planning methodology in the Malaysian experience.
- Methodology of socio-economic development in the Malaysian experience.
- The role of human resources in the financial experience.
- Strategic management as an effective and realistic approach stems from major international companies.
- Skills to be provided in the leadership and strategic management.
- How to determine the future scope of FAO's work FAO's mission and purpose?
- How do you formulate realistic goals for the organization?
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- A practical case about the Malaysian experience.
- Possess and develop "training skills".
- Adopting cultural values ??suited to the new society.
- The role of training in human resources development.
- Specialized Training.
- Value Added.
- Educational development "curriculum".
- Managing managers.
- How the Malaysian experience benefited from the Japanese experience.
- Delivery on the time.
- Quality Control.