

MANAGEMENT COURSES

TEAM BUILDING AND TEAM LEADING (MG14C)

OBJECTIVES:

This Course will enable participants to gain Knowledge And Skills to Build An Effective Team, Selection Criteria and How to Lead Teams to Satisfy Organization Requirement.

WHO SHOULD ATTEND?

This Course is Designed For All Leading Positions As Group leaders, Supervisors, Managers, TQM Teams.

COURSE CONTENT:

- Team Work and Business Results
- Team Defined
- Production Service teams
- Teamwork Trends
- Building team structures and skills
- Synergistic teamwork
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- Team leader/team member behavior
- Maintenance Program development
- Development planning
- Setting sould goals
- Goal clarity and relevance
- Criteria for effective goals
- Developing goals levels
- Managing productive meetings
- Meeting planning worksheet

Duration: 3 Days

Date:	Venue:	Cost:
Jan 19-21	Jubail	SR5,500
Apr 5-7	Dammam	SR4,500
Jun 7-9	Athens	SR7,000

THE NEW & IMPROVED PRDUCTIVITY AND SUPERVISOR SKILLS (MG34A)

OBJECTIVE:

Upon completion the attendees will be able to:

- Understand the problems involved in becoming a supervisor and devise a plan for getting through the transition
- Listen & communicate more effectively
- Develop decision making documents that serve as the basic frame work for supervisor
- Clarify discipline and document behaviors

WHO SHOULD ATTEND?

For all Supervisors

COURSE CONTENT:

- Interpersonal relations
- Process analysis
- Change management
- Communication
- Leadership
- Problem solving
- Performance standards
- Team building
- Diversity
- Planning & organizing

Duration: 5 Days

Date:	Venue:	Cost:
Jan 5-9	Dammam	SR6,500
Jul 26-30	Athens	SR9,000
Oct 11-15	Jubail	SR7,500