MERCURY

Core Foundational Management Skills Development

28 February – 4 March 2027
Sharm El-Sheikh (Egypt)



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Ref: 121506_1080956 **Date:** 28 February – 4 March 2027 **Location:** Sharm El-Sheikh (Egypt) **Fees:** 4500 Euro

Introduction

The Core Foundational Management Skills Development course helps participants understand the core responsibilities of effective management. It introduces the essential principles that shape strong managers, including communication, planning, delegation, supervision, and decision-making. It explains how management skills support team performance, operational consistency, and workplace accountability. The program helps participants build confidence in leading people, handling responsibilities, and organizing work with clarity. The content supports new and emerging managers and professionals preparing for supervisory roles. Participants will have a clear framework for applying management fundamentals in real workplace situations.

Targeted Groups

This Core Foundational Management Skills Development training targets professionals seeking knowledge and skills:

- New managers.
- Supervisors and team leaders.
- Aspiring leaders.
- Department coordinators.
- Project support staff.
- Professionals moving into management roles.
- Administrative staff with leadership duties.

Course Objectives

Participants will achieve the following objectives by completing the Core Foundational Management Skills Development course:

- Understand the role of the manager.
- Identify core management functions.
- Apply clear communication in daily work.
- Organize tasks with greater efficiency.
- Delegate work with confidence and control.
- Support team performance through practical supervision.
- Improve decision-making in routine situations.
- Manage time, priorities, and workload better.
- Handle conflict with professionalism and balance.
- Strengthen leadership presence and accountability.

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Targeted Competencies

Participants will gain the following competencies during the Core Foundational Management Skills Development program:

- Role clarity.
- Team coordination.
- Task delegation.
- Workplace communication.
- Planning and organizing.
- Time management.
- Problem-solving.
- Performance follow-up.
- Conflict awareness.
- Leadership confidence.

Studying Scenarios

In this Core Foundational Management Skills Development training, participants develop skills through the following scenarios:

- A new supervisor assigns work and tracks delivery.
- Team member misses deadlines and needs guidance.
- A manager handles a conflict between two employees.
- A leader plans weekly tasks under time pressure.

Course Content

Unit 1: The Foundations of Management

- Define management and distinguish it from individual contributor work.
- Identify the responsibilities of a manager in daily operations.
- Explain how management supports goals, quality, and team stability.
- Recognize the link between authority, accountability, and responsibility.
- Describe common management styles and their workplace impact.
- Explore the mindset needed for consistent, effective leadership.
- Understand the value of ethical conduct in foundational management skills.

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Unit 2: Communication for Effective Team Leadership

- Use clear communication to reduce confusion and improve task execution.
- Practice active listening to understand concerns, risks, and expectations.
- Deliver instructions directly and respectfully.
- Adjust communication style to fit different employees and situations.
- Manage meetings with purpose, structure, and clear outcomes.
- Build trust through consistent feedback and professional tone.
- Strengthen workplace communication skills for people management and coordination.

Unit 3: Planning, Organizing, and Delegating Work

- Translate goals into practical plans and workable priorities.
- Organize tasks according to urgency, importance, and available time.
- Use time-management principles to manage workload pressure.
- Delegate responsibilities according to skills, capacity, and development needs.
- Follow up on delegated work without creating micromanagement.
- Balance operational demands with short-term and long-term objectives.
- Improve supervisory skills through structured planning and task control.

Unit 4: Motivating, Coaching, and Managing Performance

- Understand what drives employee engagement and sustained effort.
- Recognize performance indicators that reflect quality and productivity.
- Provide constructive feedback that supports improvement and confidence.
- Coach employees through performance gaps with clarity and respect.
- Use recognition to reinforce positive behavior and strong results.
- Encourage ownership, initiative, and professional growth in teams.
- Apply performance management basics to strengthen outcomes of management skills training.

Unit 5: Problem-Solving, Decision-Making, and Workplace Control

- Analyze problems before choosing a response or corrective action.
- Compare options and select practical solutions with sound judgment.
- Handle conflict resolution in a fair and composed manner.
- Respond to change with flexibility, structure, and stability.
- Manage uncertainty by keeping focus on facts and priorities.
- Apply basic risk awareness to prevent recurring operational issues.
- Strengthen decision-making skills that support leadership under pressure.

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Final Insights & Key Takeaways

Core Foundational Management Skills Development provides participants with a strong foundation for leading people, organizing work, and handling workplace responsibilities with confidence. It prepares emerging leaders to communicate clearly, manage performance, and make sound decisions that support team success.