MERCURY

Effective Management Skills & Techniques: A Comprehensive Training Course

18 – 22 July 2027
Cairo (Egypt)



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Ref: 1019_292133 **Date:** 18 – 22 July 2027 **Location:** Cairo (Egypt) **Fees:** 3500 Euro

Introduction

Welcome to our Effective Management Skills & Techniques course. This comprehensive program is tailored to equip you with an arsenal of skills geared towards effective management. The curriculum merges the best course management techniques, project management skills and techniques, and a managerial skills training program, enabling you to excel in numerous professional scenarios. This ensures that you cannot only navigate your responsibilities within time constraints but also proficiently coordinate and motivate others.

Today, businesses need leaders who can employ management skills and techniques to ensure efficient operations. This course aims to equip you with effective management training courses that meet these needs, focusing on practices that result in capable and efficient leaders.

Targeted Groups

- Managers across all managerial levels
- Supervisors
- Team leaders
- Professionals looking to enhance planning skills
- Individuals seeking a managerial skills training program to further their career

Course Objectives

By the end of this effective management training course, participants will be able to:

1. Apply the core management roles of planning, organizing, directing, and controlling in a team context.
2. Optimize work schedules for improved team productivity.
3. Communicate and coordinate effectively to achieve set goals.
4. Develop creative problem-solving and decision-making with effective management skills.
5. Master essential planning tools to set forth successful work strategies.
6. Utilize various methods to augment decision-making and problem-solving proficiencies.
7. Evaluate tasks for potential elimination, prioritization, or delegation.
8. Tackle performance-hindering situations with effective management training techniques.

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Targeted Competencies

- Analytical skills and understanding of change
- Delegation and prioritization
- Strategic work planning
- Building teams and harnessing effective management skills
- Interpersonal aptitude and emotional intelligence
- Decision-making and problem-solving

Course Content

Unit 1: Transition from Technical Expert to Manager/Supervisor

- Fundamentals of Effective Management
- Necessary managerial skill sets
- Avoiding common management errors
- Adjusting leadership styles

Unit 2: Planning and Organizing Tools and Techniques

- Exploring Work Breakdown Structures WBS
- Delving into the Critical Path Method CPM
- Understanding Program Evaluation and Review Technique PERT
- Budget-friendly scheduling and project acceleration techniques
- Gaining insights into project schedules and bar charting
- Manpower planning essentials in management training

Unit 3: Management Through Performance Analysis

- Establishing Key Performance Indicators KPIs
- Setting realistic targets and standards

Unit 4: Communication with Team Members, Contractors, and Customers

- Mastering effective communication and influence
- Overcoming communication barriers
- Traits of an effective communicator in management
- Successfully managing conflicts through effective manager training

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Unit 5: Building Successful Work Teams

- The importance of teams and teamwork ineffective management
- Delving into group dynamics
- Proven team-building techniques

Unit 6: Analyzing Issues and Making Effective Decisions

- Clarifying problems and analyzing causes
- Using Kepner-Tregoe problem-solving techniques
- Complementing tools for in-depth problem analysis
- Innovative decision-making tools within management training

This course encapsulates various battle-tested management techniques, spanning from project management skills and techniques to effective management training. Our program aims to equip you with a comprehensive skill set that is key to professional development and growth.

Effective Management Training: Cultivating Leadership Excellence

Incorporating effective management training into your professional development plan is imperative for leadership excellence. Mastery of these skills can lead to significant career advancement and is essential for anyone looking to step into a managerial role or enhance their current leadership approach. Weve tailored our effective management training courses to cover a broad spectrum of practices, ensuring that you, as a future leader, are well-prepared to face the plethora of challenges in todays dynamic business landscape.