

Building Blocks of Effective Management

Leadership Department



In-Class



8 hours



EGP 2,680

Course Description:

This course is designed for newly appointed managers looking to build a solid foundation in essential management skills. Participants will explore key concepts in leadership, team dynamics, and communication. Learners will gain insights into effective decision-making, conflict resolution, and motivational strategies.

Target Audience:

New Managers

Course Objectives:

By the end of the course, participants will be able to:

- Understand the relationship between management and the organization.
- Explain various management functions and roles.

Course Outline:

Module 1: Scientific Management: Key Features and Impact

- Management and the Organization
- Key Organizational Concepts
- Dimensions of Organizational Structure
- Scientific Management - Key Features
- Fayol's 14 Principles of Management
- Evolution of Management Thought

Module 2: The Leadership Cluster: Essential Skills for Effective Leadership

- Management Functions and Roles
- Drivers for Change
- The Leadership Cluster
- 20th V's 21st Century Organizations
- Boyatzis Management Competencies

Assessment Strategy:

Participants will be informally assessed based on their interaction during sessions and their participation in group exercises.

Upon Successful Completion of this Course, participants will obtain:

0.6 CEUs

Course Language:

English

Prerequisites:

Intermediate level of English language proficiency.