



11370



In-Class



16 hours



EGP 7,575

Course Description:

This course prepares new female managers for a successful transition into leadership by building a strong foundation in executive presence, communication, leadership, team management, problem-solving, decision-making, and time and stress management. Through practical discussions and workplace scenarios, participants will gain the knowledge and confidence to lead teams effectively, build credibility, and navigate the challenges of their new management roles.

Target Audience:

- First-time managers
- Newly promoted supervisors
- High-potential female employees
- Women transitioning into leadership positions
- Female professionals preparing for future leadership roles

Course Objectives:

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

- Explain the key components of executive presence, including professional appearance, personal branding, gravitas, and physiology.
- Describe the principles of effective communication and explain the importance of engaging.
- Distinguish between leadership and management and explain the key managerial functions.
- Explain the principles of effective team management, including team formation and conflict resolution.
- Describe the stages of the problem-solving and decision-making processes and identify common obstacles and mistakes that affect effective decision making.
- Explain the concepts of time management, prioritization, and stress management.

Course Outline

Module 1: Executive Presence

- Appearance
- My Personal Brand
- Gravitas
- Typical Physiological Characteristics of Confidence

Module 2: How Well Do You Communicate?

- Four basic principles of communication
- Use Engaging Language
- Use the Power of Questions
- Use Active Listening and Non-Verbal Communication

Module 3: The Concept of Leadership

- Difference between a leader and a manager
- Managerial functions
- Skills required to practice the management process
- Leadership styles
- Leadership theories
- Skills and qualities of an effective manager

Module 4: Managing and Building a Team

- Definition of a team
- Benefits of a team
- Team charters
- Team management (for the team, for individuals)
- Team management process
- Handling team conflicts
- Methods of evaluating the team
- Obstacles to working with the team
- Training team members • Dos/Don'ts



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Module Five: Problem-Solving and Decision-Making

- Defining the problem
- Problem-solving process
- Defining the decision
- Types of decisions
- Obstacles to decision making
- Mistakes to avoid when making decisions and solving problems

Module Six: Time and Stress Management

- Time management
- Time quadrants and prioritization
- Stress management

Assessment Strategy:

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

Course completion will grant participants:

1.3 CEUs

Course Language:

- Training Material: English
- Facilitation: Bilingual

Prerequisites:

None