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## Leadership & Quality Management Meetings

| Date                | Venues  | (\$ )Fees | Book your seat               |
|---------------------|---------|-----------|------------------------------|
| 22 Sep -26 Sep 2024 | Bahrain | 2800      | <a href="#">Register Now</a> |

## Course Overview

- Practical leadership tools and techniques that can be applied immediately
- Successful leadership approaches from the best-of-the-best world-class

## Course Objective

- How to apply the 10 most powerful leadership competencies for greater success.
- To consider methods for improving management performance.
- Effective strategic planning: a step-by-step process.
- Critical components of succession planning.
- Authentic coaching guidelines for turn-of-the-century leadership.
- Make meetings shorter and more productive.
- Have clear guidelines for the preparation and structure
- Decide the purpose and draw up an agenda.
- Apply skills in chairing and leading meetings.
- Insights into the successful implementation of teams.
- Improved ways leaders are measuring performance by using performance builders.
- New developed skills in negotiating.

## Who Should Attend?

- Mid-to upper-level managers responsible for the continuous leadership development of others and building high-performance organizations
- Team leaders and coaches who are called to inspire and motivate their workers each day to accept new responsibility
- Managers who wish to transform their way of thinking, managing and leading for a higher level of skill, empowerment, and overall achievement
- Those interested in achieving standards of excellence and who wish to enhance their management skills..

## Course Outline

1. Leadership competencies
2. Strategic leadership planning
3. Managing knowledge and better ways to measure performance
4. People management
5. Leading teams
6. What makes good meetings good / bad meetings bad?
7. Obstacles to meeting effectiveness
8. Key characteristics of an effective meeting
9. Meeting rules
10. Meeting process



11. Agenda setting
12. Operational excellence

## **Training Methodology**

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Games & Role plays