

COURSE OVERVIEW SS0193-4D Managing Self & Leading Others

Course Title

Managing Self & Leading Others

Course Reference

SS0193-4D

Course Duration/Credits

Four days/2.4 CEUs/24 PDHs

Course Date/Venue

Session(s)	Date	Venue
1	January 22-25, 2024	Cheops Meeting Room, Radisson Blu Hotel, Istanbul Sisli, Turkey
2	April 29-May 02, 2024	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
3	August 05-08, 2024	Jubail Hall, Signature Al Khobar Hotel, Al Khobar, KSA
4	November 18-21, 2024	Ajman Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

Course Description



80% of this course is practical sessions where participants will be engaged in a series of interactive small groups, class workshops and role-plays.



This course is designed to provide participants with a detailed and up-to-date overview of managing self and leading others. It covers the self management and self development evolutions process; the centralization round about self, self esteem and others; management skills. responsibilities, straightness, honestly and crisp; the domains, persistence, adaptation and flexibility; the effective strategies management; organizing and planning time; the ways to manage time and time wasters; management versus leadership; and the leadership, techniques and skills that contribute to a leadership style.



During this interactive course, participants will learn the leadership paradigm and situational leadership; the teambuilding and leadership approaches; the leadership zone, vision and mission statements; the competency and competence standards; the leadership model, personality styles and self command; the conflict resolution, emotional intelligence, career laddering, performance management, dynamics of balance, leadership and change; and the productivity, process alignment, creativity and motivation.





















Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on managing self and leading others
- Discuss self management including self development evolutions process
- Recognize centralization round about self, self esteem and others
- Carryout self management skills, take responsibilities, straightness, honestly and crisp
- Apply domains, persistence, adaptation and flexibility as well as effective strategies for time management
- Organize time, apply time planning, use ways to manage time and avoid time wasters
- Differentiate management versus leadership and implement leadership styles, techniques and skills that contribute to a leadership style
- Identify the leadership paradigm and situational leadership
- Employ teambuilding and leadership approaches and explain leadership zone, vision and mission statements
- Describe competency and competence standards, leadership model, personality styles and self command
- Carryout conflict resolution, emotional intelligence, career laddering, performance management, dynamics of balance, leadership and change
- Implement productivity and process alignment, creativity and motivation

Who Should Attend

This course provides an overview of all significant aspects and considerations of managing self and leading others for both technical and non-technical personnel such as managers, superintendents, engineers, head of departments, officers, team leaders and unit supervisors who have to demonstrate, and/or coach others in leadership skills. The course will be additionally of value to staff in support or advisory functions such as strategy formation, policy development, organizational development, human resource development, audit, welfare and projects.

Course Fee

Istanbul	US\$ 5,000 per Delegate + VAT . This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.	
Dubai	US\$ 4,500 per Delegate + VAT . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.	
Al Khobar	US\$ 4,500 per Delegate + VAT . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day	
Abu Dubai	US\$ 4,500 per Delegate + VAT . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.	



















Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:-



The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the ANSI/IACET 2018-1 Standard which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET 2018-1 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award 2.4 CEUs (Continuing Education Units) or 24 PDHs (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.



British Accreditation Council (BAC)

Haward Technology is accredited by the British Accreditation Council for Independent Further and Higher Education as an International Centre. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Accommodation

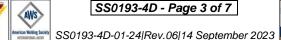
Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.



















Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Jerome Topley, PgDip (on going), BSc, is a Senior Management Consultant with over 20 years of extensive experience. His expertise lies extensively in the areas of Leadership Skills, Communication & Interpersonal Skills, Performance & Creativity Skills, Listening Skills, Negotiation Skills, Persuasion & Assertiveness Skills, Time & Stress Management, Influencing Techniques, Conflict Management, **Business Writing Skills, Writing Business Correspondence** & Document Control, Writing Memos & Business Letters,

Business & Technical Report Writing, Communication Skills, Business Communication Etiquette. Interpersonal Skills. Presentation Organizational & Leadership Skills, Coaching & Mentoring, Self & Personal Development, Creative Problem Solving, Performance Management, Conflict Management, Talent Management, Risk Management, Resource Management, Emotional Intelligence, Customer Service, Persuasion Techniques, Supervisory Skills, Public Relations & Corporate Communication, Strategic Planning & Creative Thinking, Human Resource Management and Performance Assessment & Appraisal. Further, he is also well-versed in Broadcasting, News & Sport Reporting, Presentation Skills, Communication Skills, Problem Solving & Decision Making, Pharmaceutical Environment, Ophthalmology, Surgical Instruments & Endocrinology, Agricultural Productivity, Plants Farming, Cultivation & Harvesting and Agricultural Mechanics.

During Mr. Topley's career life, he had occupied several significant positions and dedication as the Executive Director, Chief of Staff, General Manager, Producer/Presenter, Public Broadcaster Talk Show Host, Stand-in Presenter, Radio Presenter, News Reader, Medical Technician and Detailing Medical Representative in Ophthalmology, Surgical Instrument and Endocrinology from various companies and institution such as Wyeth, Topley Consulting, SABC Afrikaans Radio, Ministry of Agriculture, Agri Mega Group and Western Cape Education Department.

Mr. Topley has a Bachelor degree with Honours in Business Management, a National Diploma in Education and currently enrolled in Post-Graduate Diploma in Business Management. Further, he is a Certified Instructor/Trainer, a Certified Internal Verifier/Assessor/Trainer by the Institute of Leadership & Management (ILM), a Qualified Medical Technician in Chemical Pathology, a Registered Medical Technology Student and holds a Professional Development Certificate Outcomes-Based Assessment Techniques. He has further delivered innumerable trainings, courses, workshops and seminars globally.





















Training Methodology

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

20% Lectures

80% Practical Exercises, Case Studies, Games, Customized Videos, Site Visits, Simulations, Role Play, Group Skill Sessions, Outdoor & Indoor Activities

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

Day I	
0730 - 0800	Registration & Coffee
0800 - 0815	Welcome & Introduction
0815 - 0830	PRE-TEST
0830 - 0900	What is Self Management
0900 - 0930	Self Development Evolutions Process
0930 - 0945	Break
0945 - 1030	Centralization Round About Self
1030 - 1115	Self Esteem & Others
1115 - 1145	Self Management Skills
1115 - 1230	The willing to Take Responsibilities
1230 – 1245	Break
1245 - 1330	Straightness, Honestly & Crisp
1330 - 1420	Domains, Persistence, Adaptation & Flexibility
1420 - 1430	Recap
1430	Lunch & End of Day One

Day 2

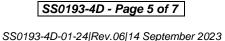
0730 - 0815	Effective Strategies for Time Management
0815 - 0900	How to Organize Your Time
0900 - 0930	Time Planning & Put Plans
0930 - 0945	Break
0945 - 1030	Used Ways to Manage Time
1030 - 1115	Time Wasters
1115 – 1145	Management versus Leadership
1115 - 1230	Leadership Styles- An Overview
1230 - 1245	Break
1245 - 1330	The Techniques & Skills that Contribute to a Leadership Style
1330 - 1420	The Leadership Paradigm
1420 – 1430	Recap
1430	Lunch & End of Day Two



















Day 3

0730 - 0815	Situational Leadership
0815 - 0900	Teambuilding
0900 - 0930	Case Study- The Team Leader's Mirage
0930 - 0945	Break
0945 - 1030	Leadership Approaches
1030 - 1115	The Leadership Zone
1115 - 1145	Vision & Mission Statements
1115 - 1230	Competency & Competence Standards
1230 - 1245	Break
1245 - 1330	A Leadership Model – Exercise
1330 - 1420	Personality Styles & Self Command
1420 - 1430	Recap
1430	Lunch & End of Day Three

Day 4

Day 4	
0730 - 0815	Conflict Resolution
0815 - 0900	Emotional Intelligence
0900 - 0930	Career Laddering
0930 - 0945	Break
0945 - 1030	Performance Management
1030 - 1115	Dynamics of Balance
1115 – 1145	Leadership & Change
1115 - 1230	Productivity & Process Alignment
1230 - 1245	Break
1245 - 1330	Creativity
1330 - 1345	Motivation
1345 - 1400	Course Conclusion
1400 – 1415	POST-TEST
1415 - 1430	Presentation of Course Certificates
1430	Lunch & End of Course



















Practical Sessions

80% of this highly-interactive course is hands-on practical sessions. Theory learnt (20%) will be applied using various role-plays, case studies and practical sessions.



Course Coordinator

Kamel Ghanem, Tel: +971 2 30 91 714, Email: kamel@haward.org









