

Administrative Excellence for Secretaries and Administrators

Course objectives:

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

Providing and developing the information and skills of some workers who are candidates for leadership positions in the future so that they are able to carry out leadership tasks with high efficiency.

Course Outline:

- Modern trends in management
- management jobs
- Leadership concept
- Leader's sources of power
- Leadership staff
- Effective roles for successful leadership
- Leadership styles
- Leadership skills
- The difference between a manager and a leader
- Method of motivation for subordinates
- How to build and manage a team
- Communication skills with employees
- Time management and work pressures
- How to train and develop subordinates
- Delegation and empowerment
- Evaluating and measuring employee performance
- Crisis management and how to deal with its effects
- Creativity and innovation in work methods

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