

Leadership & Team Management

Success comes to those who make it happen, not to those who let it happen



Beirut
28TH-29TH July, 2009

**Venue: Holiday Inn,
Beirut - Verdun**

Teamwork can make ordinary people produce extraordinary results

Effective leadership skills are in demand in every aspect of the business and are recognized as an indispensable element for corporate success. This two-day course offers an opportunity to examine the nature of leadership through identifying what makes good leaders and importantly and assisting to develop more in-depth awareness of own strengths and weaknesses, and the competencies in required for undertaking a leadership role.

Training Objectives & Key Benefits

- Develop a better understanding of the nature of leadership and the characteristics of effective leaders.
- Gain insights into your own personal characteristics associated with notions of effective leadership so as to more effectively assess your own strengths and weaknesses within potential leadership contexts.
- Build an understanding of the role of leader as coach and develop key skills in this area.

Who Should Attend

This course is recommended for Business Leaders, Senior Executives, Managers, and Supervisors

About Course Leader



Nisrine Abou Saleh is an HR & Project Management Consultant, accredited member of the Team Management System Network, and Certified Associate in Project Management (CAPM). She holds a Masters Degree in Human Resources Management from Saint Joseph University. She successfully delivered several courses in soft skills and HR Management and has been involved in several projects applied to different types of organizations such as banks, hotels and Industrial.

Course Language

English/Arabic

What you will get?

The Course Manual in addition to your team management **Profile Report** which contains:

1. Detailed information about your major and related roles on the team management wheel,
2. Analysis of your potential leadership, decision-making, interpersonal and team building strengths, linking and pacing guidelines to facilitate team communication.

The Profile is written in positive, down-to-earth language that is easy to understand and share. Knowing where your preferences lie and what are your hidden strengths are critical to your personal and career development.

How does it work?

One week before the first day of this course, you complete a 60-item questionnaire online or on paper about how you approach your work. This is analyzed by our expert software to produce your personal Team Management Profile.

The Questionnaire and Profile are available in almost all languages except Arabic.

Course Agenda – Day One

08.00 – 08.30 Registration & Coffee

08.30 – 09.00 Welcome & Introduction

09.00 -10:30 Managers versus Team Leaders

10.30 – 10-45 **Break**

10.45 – 12.15 Roles of Leaders Versus Roles of Managers

12.15 – 12.30 **Break**

12.30 – 14.00 Leadership Traits & Skills

14.00 – 15.00 **Lunch**

15 – 16.30 Leadership Styles

Course Agenda – Day Two

- 08.00 – 08.30** Registration & Coffee
- 08.30 – 09.00** Welcome & Introduction
- 09.00 -10:30** Team Management & Attitudes of an Effective Team Builder
- 10.30 – 10-45** **Break**
- 10.45 – 12.15** Coaching as Key Ingredient in Team Building
- 12.15 – 12.30** **Break**
- 12.30 – 14.00** Building Teams with High Performance
- 14.00 – 15.00** **Lunch**
- 15.00 – 16.30** Themed Restaurant Activity

Special Requests & Customized training

The Leadership & Team building course can be presented internally to any organization at any suitable facility by request. This course can be tailored to your organization's needs by modifying course content and coverage

Course Fees and Cancellation Policy

Course fees :

- USD 600.for the two-day course, including the Profile Report.
- **Payment Mode:**
 - ® By Bank Draft made out to: **Compliance Alert**
 - ® Credit our US\$ A/C No/ 540 – 4710368 - 002/ with
Byblos Bank, Mousseitbeh, Rashid Karamah Street, Beirut – Lebanon

Cancellation Policy

If a registration is cancelled within the 8-day period before the first day of the course, no refund of the course fees will be made and any unpaid course fees will be due.

For Registration, please complete the below form and send it by **FAX OR EMAIL**

Registration Form

**Leadership & Team Management
28TH – 29TH July, 2009
Venue: Holiday Inn - Verdun, Beirut**

Name	
Job Title	
Employer	
Address	
Contact Details	
Work Phone	
Mobile Number	
Email Address	
Course Title	Leadership & Team Management
Date Offered	28TH – 29TH July, 2009