

A woman with dark, wavy hair, wearing a dark blue blazer over a white collared shirt, is seated at a light-colored wooden table. She is looking towards the right side of the frame with a focused expression, her hand resting near her chin. A white mug is on the table in front of her. The background is a bright, out-of-focus interior space with large windows and a potted plant. A magenta rectangular box is overlaid on the bottom left corner, containing the text "Leadership and business skills".

Leadership and business skills

Leadership excellence program



12 days



English



Managers and directors

Purpose

This program is designed to create a learning environment for emerging leaders, allowing them to develop the skills and qualities needed to effectively perform their roles and excel in a global environment. The course helps participants develop and apply the knowledge, skills, and attitudes associated with effective and socially responsible leadership through engaging workshops, team activities, and innovative learning methods.

The program can be customized to the specific needs of multicultural organizations with varying areas of focus.

Course content

- Cultivating and improving communication
- Developing and maintaining motivation
- Managing change and people
- Improving decision making
- Leadership
- Negotiation
- Financial management
- Project management skills
- Building and executing strategy

Management skills



2 days



English



Managers and directors

Purpose

This course offers the opportunity to develop management skills for long term success. The course focuses on an extensive set of skills to help participants operate as effective managers, allowing them to understand their strengths and enhance their managerial competencies.

Course content

- Essentials for successful management
- Managing strategy
- Mobilizing team towards the future
- Effective meetings
- Motivation
- Finding the right balance
- Building your network

Change management



2 days



English



Managers and
directors

Purpose

Change has a significant impact on an organization and the people within it. This workshop gives professionals an understanding of the implications of change and helps develop the skills needed to act effectively when faced with a corporate change. By understanding the process of change, learning about leading practice and critical success factors, leaders will develop their ability to manage transformations in their organizations.

Course content

- Why manage change?
- Fundamentals
- Stakeholder analysis
- Preparation
- Planning
- Communication
- Managing change management projects

Influencing and negotiation skills



2 days



English



Managers and
directors

Purpose

Negotiation is an integral part of creating value for an organization. In this training, participants will gain insight into the habits of dealmakers as they build their skills through a series of group exercises. They will be shown how to use proven tactics, refine their personal negotiating style, and improve their ability to bargain successfully and ethically in any situation.

Course content

- Understanding interests and priorities
- Factors impacting negotiations
- Reasoning and persuasion
- Handling resistance and emotions
- How to build cooperation
- Dealing with human factors

Business skills foundation



2 days



English



New staff, front desk,
business professionals
of any organisation

Purpose

This course aims to equip young graduates and new joiners with the business skills needed to compete. Participants will participate in a business scenario, allowing them to put their training into practice.

Course content

- Communication skills
- Time management and organization
- Essential presentation skills
- Involvement in professional group discussions
- Developing interpersonal skills
- Developing organisational skills

Business communication for managers



1 days



English



Business
professionals at all
levels

Purpose

This course is designed to help participants be more effective in both written and oral communications, conveying ideas in ways that drive relationships with leaders and team members and help achieve business success. Participants will formulate clear communication goals, structure information logically, adapt their approach for different business situations and audiences, and apply innovative communication techniques.

Course content

- Connecting with an audience
- Making a powerful impact
- Maximize each communication
- Conveying insights more effectively
- Effective listening
- Using information
- Adopting multiple settings

Professional presentations



2 days



English



Team leaders and managers

Purpose

Developing the confidence and ability to give good presentations, and to stand up in front of an audience and speak well is essential for business success. Course participants will learn how to control fear, make a good impact on their audience with their performance, and achieve their desired results. The techniques shared will help them build their presence as speakers and effectively deliver a message.

Course content

- What makes a good presentation?
- Meeting the expectations of an international business culture
- Structuring presentations
- The three Vs: vocal, visual, verbal
- Delivery

Effective meetings



1 day



English



Team leaders and managers

Purpose

This training is designed to develop facilitation skills and techniques to maximize the effectiveness of meetings. Participants will understand the factors affecting meetings, and will learn to use facilitation skills for gaining participation, collaboration and attention. They will be clear on the benefits of planning, and learn to shape meetings to account for audience and agreed outcome, define roles and responsibilities when chairing, recording and facilitating a meeting.

Course content

- Working principles of effective meetings
- Planning and controlling meetings
- Facilitation and chairing skills
- Follow up

Your image - your brand



2 days
(tailorable)



English



Business professionals
at all levels

Purpose

Participants will learn how to generate positive impressions for establishing and strengthening relationships with external and internal clients. The program is scientifically formulated to address the core facets of an individual's personality, designed to enhance the productivity of the employees and enable them to come across as capable, confident, productive and successful individuals.

Course content

- Image impact
- Communication of clothes
- Body language
- Etiquette

Train the trainer



3 days
(tailorable)



English



Professionals who need
to transfer knowledge to
team members or
develop training skills

Purpose

In this intensive training, participants will increase their ability to run training sessions successfully by applying learning theory principles. Participants will gain a good understanding of the dynamics of learning and teaching, presenting information effectively, leading activities that reinforce learning, responding to participant questions, using tools and visuals and gaining an initial experience in training groups of people.

Course content

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|----------------------------------|----------------------------|
| ▪ The trainer's role | ▪ Team dynamics |
| ▪ Adult learning principles | ▪ Delivering presentations |
| ▪ The learning cycle | ▪ Strategies on feedback |
| ▪ Needs analysis | ▪ Evaluations |
| ▪ Trainers' tools and techniques | |
| ▪ Instructional design | |
| ▪ Enhancing learning | |