



# استراتيجيات القيادة والإدارة: أدوات لتحقيق النجاح الإداري



## استراتيجيات القيادة والإدارة: أدوات لتحقيق النجاح الإداري

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### Course Overview:

This course is designed by Agile Leaders Training Center to enhance leadership skills across all organizational levels. This ten-day program offers a comprehensive approach to leading oneself, superiors, followers, and peers, with a strong emphasis on emotional intelligence, persuasion, influence, coaching, negotiation, decision-making, and conflict resolution. Aimed at senior executives, office managers, supervisors, and professionals, the program provides practical strategies and insights for effective leadership in diverse and dynamic environments.

### Target Audience:

- Senior Executives and Managers
- Office Managers and Supervisors
- Project Managers and Team Leaders
- HR and Organizational Development Specialists

### Targeted Organizational Departments:

- Executive Leadership Teams
- Human Resources and Organizational Development
- Project Management Offices PMOs
- Training and Development Departments
- Office Management

### Targeted Industries:

- Corporate Sector and Business Enterprises
- Government and Public Sector Organizations
- Non-Profit Organizations

## Course Offerings:

By the end of this course, participants will be able to:

- Lead themselves effectively, setting personal goals and maintaining self-discipline.
- Manage relationships with superiors, followers, and peers to drive organizational success.
- Utilize emotional intelligence to enhance interpersonal interactions and leadership effectiveness.
- Employ persuasion and influence techniques to achieve strategic objectives.
- Apply coaching methods to develop and support team members.
- Implement advanced negotiation strategies and make informed decisions.
- Resolve conflicts constructively and maintain a positive work environment.

## Training Methodology:

This course uses a blend of theoretical instruction and practical application. Participants will engage in:

- Interactive Lectures
- Case Studies and Role-Playing
- Group Discussions
- Hands-On Workshops

## Course Toolbox:

- Leadership Development Guides and Self-Assessment Tools
- Emotional Intelligence and Coaching Frameworks
- Persuasion and Influence Techniques Manuals
- Negotiation and Conflict Resolution Strategies
- Decision-Making Process Templates

## Course Agenda:

### Day 1: Leading Self

- Personal Leadership and Self-AwarenessTopic 1:
- Goal Setting and Self-DisciplineTopic 2:
- Stress Management and Building ResilienceTopic 3:
- 16 Personalities Assessment - Understanding Personal TraitsTopic 4:
- Enhancing Personal LeadershipReflection & Review:

### Day 2: Leading Superiors

- Building Effective Relationships with SuperiorsTopic 1:
- Managing Up: Influencing and Supporting Higher ManagementTopic 2:
- Navigating Organizational HierarchiesTopic 3:
- Leading Up with ConfidenceReflection & Review:

### Day 3: Leading Followers

- Motivating and Inspiring Team MembersTopic 1: •
- Providing Constructive Feedback and RecognitionTopic 2: •
- Developing and Coaching EmployeesTopic 3: •
- Effective Leadership of FollowersReflection & Review: •

### Day 4: Leading Peers

- Collaborating and Building Partnerships with PeersTopic 1: •
- Influencing and Persuading ColleaguesTopic 2: •
- Navigating Peer Relationships and Team DynamicsTopic 3: •
- Peer Leadership and CollaborationReflection & Review: •

### Day 5: Emotional Intelligence in Leadership

- Understanding and Applying Emotional Intelligence Daniel GolemanTopic 1: •
- Enhancing Empathy and Interpersonal SkillsTopic 2: •
- Managing Emotions and Building ResilienceTopic 3: •
- Leveraging Emotional IntelligenceReflection & Review: •

### Day 6: Persuasion and Influence

- Techniques for Effective PersuasionTopic 1: •
- Influencing Organizational OutcomesTopic 2: •
- Ethical Considerations in InfluenceTopic 3: •
- Mastering Persuasion and InfluenceReflection & Review: •

### Day 7: Coaching and Development

- Coaching Techniques and Best PracticesTopic 1: •
- Creating Development Plans and Growth OpportunitiesTopic 2: •
- Measuring Coaching EffectivenessTopic 3: •
- Effective Coaching ConversationsAsk-Tell Matrix Topic 4: •
- Enhancing Coaching SkillsReflection & Review: •

### Day 8: Negotiation Skills

- Advanced Negotiation Strategies and TacticsTopic 1: •
- Thomas-Kilmann Conflict Mode Instrument TKI Negotiation StylesTopic 2: •
- Preparing for and Conducting NegotiationsTopic 3: •
- Achieving Win-Win OutcomesTopic 4: •
- Negotiation MasteryReflection & Review: •

## Day 9: Decision-Making and Problem-Solving

- Strategic Decision-Making Processes
- Topic 1: •
- Problem-Solving Techniques
- Topic 2: •
- Ishikawa Fishbone Diagram, Pareto Rule, Root Cause Analysis
- Topic 3: •
- Edward de Bono's 6 Thinking Hats, Daniel Kahneman's Thinking, Fast and Slow, Divergent vs. Convergent Thinking
- Topic 4: •
- Effective Decision-Making
- Reflection & Review: •

## Day 10: Conflict Resolution and Integration

- Conflict Resolution Strategies
- Topic 1: •
- Mediating and Managing Workplace Conflicts
- Topic 2: •
- Integrating Leadership Skills for Organizational Success
- Topic 3: •
- Final Review and Action Planning
- Topic 4: •
- Comprehensive Leadership Integration
- Reflection & Review: •

## How This Course is Different from Other Leadership Courses:

This course stands out by offering a well-rounded approach to leadership that spans personal, superior, follower, and peer management. This course integrates advanced skills in emotional intelligence, persuasion, influence, coaching, negotiation, and conflict resolution. Unlike other programs, it provides a comprehensive perspective on leadership effectiveness, ensuring participants are equipped to handle diverse leadership challenges and drive success across various organizational contexts. Through expert instruction, real-world case studies, and interactive learning, participants will gain the tools to make a significant impact in their organizations and careers.



## فئات الدورات التدريبية



HR TRAINING & DEVELOPMENT

دورات إدارة و تطوير الموارد البشرية



دورات إدارة و تحليل البيانات ودورات علم البيانات



دورات إدارة الجودة وتطوير العمليات



الدورات التدريبية في مجال البيئة والاستدامة



دورات التسويق وإدارة علاقات العملاء وإدارة المبيعات



دورات التدريب القانوني والمشتريات والتعاقدات



دورات الاتصال الجماهيري و السياسات والعلاقات العامة



دورات النظم السبراني ودورات تقنية المعلومات



دورات الصيانة ودورات المجالات الهندسية المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



**AGILE LEADERS**  
Training Center

## فئات الدورات التدريبية



دورات معتمدة من قبل هيئات دولية



دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
المالية



دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقية

## مدن التدريب



أمستردام - هولندا



أكرا - غانا



أثينا - اليونان



أبوظبي - الإمارات العربية المتحدة



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



استنبول - تركيا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



الرياض - المملكة العربية السعودية



بانكوك - تايلند



بالي - جمهورية إندونيسيا



بأكو - أذربيجان



باريس - فرنسا

## مدن التدريب



بورنو - البرتغال



برلين - ألمانيا



برشلونة - إسبانيا



براغ - جمهورية التشيك



جنيف - سويسرا



جاكرتا - جمهورية إندونيسيا



تيليسي - جورجيا



بوكيت - تايلاند



زنجبار - تنزانيا



روما - إيطاليا



دبي - الإمارات العربية المتحدة



جوهانسبرغ - جنوب إفريقيا



شهر الشيخ - مصر



سيول - كوريا الجنوبية



سنغافورة - سنغافورة



سان دييغو - الولايات المتحدة الأمريكية

## مدن التدريب



طوكيو - اليابان



طشقند - أوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة  
الأمريكية



فيينا - النمسا



فرانكفورت - ألمانيا



عن بعد - منصة زوم



عمان - المملكة الأردنية الهاشمية



لندن - المملكة المتحدة



لانكاوي - ماليزيا



كيب تاون - جنوب إفريقيا



كوالالمبور - ماليزيا



مونترنو - سويسرا



مسقط - سلطنة عمان



مدريد - إسبانيا



ماربيا - إسبانيا

## مدن التدريب



نيس - فرنسا



نيروبي - كينيا



ميونخ - ألمانيا



ميلان - إيطاليا

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



**AGILE LEADERS**  
Training Center

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