

# IMPROVING LEADERSHIP SKILLS



## About Marc Ellis Training Academy

Marc Ellis have been specialists in recruiting for the digital and Technology industries for over a decade. We believe and strongly endorse the digital initiatives that all the GCC are undergoing and support businesses & government entities in supplying some of the best skilled workforce in the region.

We have over the years combined expertise and specialist talent pool to allow us to support clients (who come in all sizes) and candidates to ensure we find the perfect match.

Since we know what the market requires, we launched Marc Ellis Training Academy to allow all people within the market in the GCC to be skilled up with the best certifications in the Technology & Digital skillsets.

We collaborate with some of the most talented and gifted trainers to offer fun, interactive and most importantly informative courses to allow people taking part to benefit from it.

**WE OFFER A RANGE OF SPECIALIST COURSES INCLUDING**

**SCRUM MASTER** BY SCRUM INC

**PRODUCT OWNER** BY SCRUM INC

**SCRUM@SCALE** BY SCRUM INC

+ MANY MORE

MARC ELLIS HAS A 100% PASS RATE OF STUDENTS TAKING PART IN OUR COURSES

# Overview of Improving Leadership Skills

UIn today's rapidly changing environment, employees and managers are increasingly requested to possess multiple skills, capabilities and competencies. From Directors to Administrators, all are expected to understand an organisation, know how to handle change, be able to manage teams, communicate effectively, handle projects, improve working relationships and be effective managers – ultimately, act as leaders!

The aim of this practical course is to help participants build and manage high performance teams by understanding corporate operations and achieve personal improvement by mastering fundamental management techniques.

## **By attending this course you will be able to:**

- Identifying the fundamentals of management and leadership skills
- Recognizing different personality and leadership styles
- Develop and demonstrate your own management and leadership style
- Exploring how different the human characteristics are in different cultures
- Implement effective action plans that will improve personal and team performance
- Developing techniques and benchmarks/tools for managing teams
- Understand the principles behind fundamental leadership and management techniques
  - People management
  - Team management
  - Effective communication
  - Change management
  - Innovation facilitation
  - Situational leadership
  - Coaching
- Become a more effective and efficient Manager and Leader

# Overview of Improving Leadership Skills

## Who should attend

This highly practical and interactive course has been specifically designed for Presidents, Vice Presidents, Directors, Heads, Senior Managers, Managers of:

- Human Resources and Human Capital
- Planning
- Marketing
- Quality Management
- Project Management
- Administration Management
- Operations
- Corporate Affairs, Corporate Communications & Media Relations
- Line managers who seek to improve their managerial skills

# Curriculum and Learning Objectives

## DAY 1

### INTRODUCTION □

- Identifying the fundamentals of management and leadership skills □
- Achieving competitiveness □
- Management trends – discussing how the future corporation will look like

### THE HUMAN DIMENSION □

- Understanding how the human brain operates □
- Recognizing different personality and management styles □
- Exploring how different the human characteristics are in different cultures

### CORPORATE DIMENSION AND ORGANISATIONAL BEHAVIOUR □

- Identifying the 4 visible and invisible sides of a corporation □
- Exploring how corporate structures affect management □
- Detecting what the corporate sides are

## WORKSHOP 1: YOUR PERSONAL MANAGEMENT STYLE

### MANAGING CHANGE □

- Managing Change effectively □
- Building the business case for the change – communication strategies □
- Introducing tools and techniques for different stages in the change management process

## WORKSHOP 2: MANAGING CHANGE

# Curriculum and Learning Objectives

## DAY 2

### HANDLING PROJECTS AND SYSTEMS □

- Understanding the Balanced Scorecard □
- Developing Management Systems □
- Applying Project Management principles

### BEING A LEADER, A MANAGER, A COACH □

- Understanding emotional Intelligence

## WORKSHOP 3: EMOTIONAL INTELLIGENCE

### LEADERSHIP SKILLS □

- Exploring the main Employee Success Factors □
- Recognizing the characteristics of Leaders □
- Applying fundamental people management techniques:
  - Motivating peers, colleagues and subordinates
  - Using Situational Leadership to manage people
  - Applying Managerial Grip techniques
  - Utilising Management by Objectives □
- Applying techniques to become a Coach rather than Manager

## WORKSHOP 4: APPLYING SITUATIONAL LEADERSHIP

### COORDINATING TEAMS □

- Organising departments to be efficient □
- Organising teams to be effective □
- Organising meetings to be productive

## WORKSHOP 5: COORDINATING TEAMS

# Curriculum and Learning Objectives

## DAY 3

### COMMUNICATING EFFECTIVELY □

- Enhancing personal communication within your organization □
- Identifying how to communicate personally in an effective way □
- Implementing a positive corporate communications culture □
- Impressing with your presentation skills

### WORKSHOP 6: INTERVIEW SKILLS

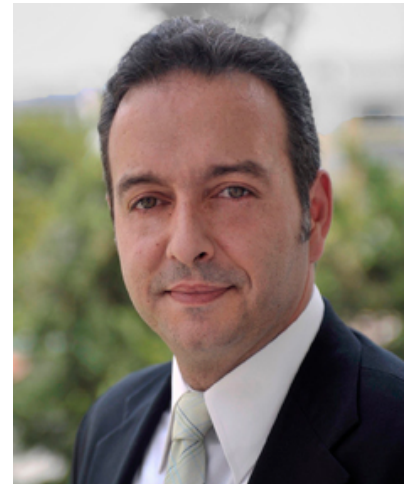
### MANAGING KNOWLEDGE □

- Identifying the different knowledge types □
- Recognising the importance of training & development □
- Managing knowledge effectively within your organisation

### WORKSHOP 7: PERSONAL ACTION PLAN

# EMMANUEL PERAKIS

## Trainer Profile



Emmanuel Perakis is Managing Partner of STREAM Management having supported both corporations (such as Coca-Cola 3E, Cosmote, Carrefour, Heineken, Henkel, Dubai Holdings, Korres, Novartis), as well as institutions (such as CSR Europe, EFQM, Danish Center for Leadership, WWF), on management issues such as Human Resource Development, Leadership, Innovation and CSR.

Emmanuel has over 17 years of experience in Management roles in areas such as Management Systems, Internal Organisation, Business Excellence, Corporate Responsibility and Corporate Communications. Additional activities and memberships include:

- Jury Committee Member and Senior Assessor for the European Excellence Award in Brussels (in the category of large companies).
- Lead Auditor for Quality, Environment and Health & Safety management systems.
- Official Trainer, for EFQM in Europe.
- Conference Speaker with Speakers Associates UK.
- Member of Vodafone Group's Global CSR Council.

He has provided numerous lectures, moderations and training courses on various management topics including, Innovation, Change, Responsibility, Environment, Excellence and Leadership around the world (Belgium, Serbia, Holland, Denmark, Romania, Estonia, Dubai, Greece). In 2003 he was honoured with the annual European Leadership Award by the European Foundation for Quality Management, for his "contribution to the Excellence movement in Europe".





## MARC ELLIS TRAINING ACADEMY

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