

ADVANCED MANAGEMENT SKILLS

A. Short Description:

The course will provide participants with the skill-sets and characteristics to become better manager in today's volatile environment. The course is designed to impart knowledge and skill-sets to become effective managers. Participants will be able to enhance their level of understanding pertaining to effective managerial practices.

B. Objectives & Outcomes

The participants will be able to

- Understand the critical role of managers in organizations
- Develop the managerial skills to take on a general management level role
- Manage themselves and their work
- Apply principal concepts and models in workplace

C. Who should attend

Middle level managers and professionals from management, engineering, consulting, IT, Universities as well as individuals with other managerial & technical backgrounds.

Course Contents

- Management Basics
- Goal Setting
- Hiring the Best Human Resource
- Delegating
- Managing your Time
- Managing Teams
- Making Powerful Decisions
- Dealing with Crisis
- Becoming a Leader
- Developing your career
- Social Responsibility and Ethics

D. Faculty

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