



External Training Course

Management and Leadership Certificate

From 18 Aug. To 22 Aug. 2025

From 27 Oct. To 31 Oct. 2025

From 15 Dec. To 19 Dec. 2025

Hotel Monterey Ginza, Tokyo, Japan

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External Training Course:

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From 18 Aug. To 22 Aug. 2025

Fees: 2500 KD

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Course Overview

This intensive 5-day Management and Leadership Excellence program equips current and aspiring leaders with practical tools, strategic insights, and essential soft skills to lead high-performing teams, manage operations effectively, and drive organizational success in dynamic business environments. Combining management fundamentals with advanced leadership techniques, the course ensures participants leave with confidence to lead with impact, adapt to change, and inspire performance.

Course Objectives

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

- Understand core management principles and modern leadership theories.
- Apply strategic planning and operational management tools effectively.
- Lead and motivate teams with emotional intelligence and strong communication skills.
- Manage performance, delegate tasks, and resolve conflicts efficiently.
- Drive innovation, change management, and continuous improvement initiatives.
- Enhance decision-making and problem-solving capabilities under pressure.
- Develop personal leadership styles aligned with organisational goals.
- Build resilience, adaptability, and confidence as professional leaders.
- Implement actionable plans to enhance leadership effectiveness at work.

Target Audience

Senior Engineers and Supervisors.

Department Heads and Team Leaders.

Project Managers and Coordinators.

High-potential staff preparing for leadership roles.

Professionals seeking a formal leadership certificate for career progression.

Training Methodology

Expert-led interactive lectures.
Real-life case studies and examples.
Role-playing and group exercises.
Team-building activities.
Problem-solving workshops.
Video analysis and leadership reflections.
Personal action planning for workplace implementation.

Detailed Course Content

Day 1: Foundations of Management and Leadership

Introduction to Management and Leadership:

- Definitions, differences, and interrelationships.
- Roles and responsibilities of effective leaders and managers.

Management Functions:

- Planning, Organizing, Leading, Controlling.

Leadership Theories and Styles:

- Trait, Behavioural, Contingency, Transformational, and Situational leadership.

Self-Assessment Workshop:

- Identifying your leadership style and areas for growth.

Day 2: Strategic Thinking and Operational Planning

Strategic Planning Principles:

- Vision, mission, goals, objectives alignment.

Setting SMART Goals and KPIs:

- Linking daily tasks to strategic objectives.

Operational Management Tools:

- Resource allocation, scheduling, prioritisation.

Problem-Solving and Decision-Making Skills:

- Analytical and creative problem-solving techniques.

Group Exercise:

- Developing a strategic plan for a sample organisational challenge.

Day 3: Leading and Managing People

Team Dynamics and Development:

- Stages of team development (Forming, Storming, Norming, Performing).

Motivation Techniques:

- Applying Herzberg, Maslow, and modern motivation models.

Effective Communication and Feedback:

- Active listening, assertiveness, and delivering constructive feedback.

Delegation and Empowerment:

- Techniques to delegate effectively and build team ownership.

Conflict Management:

- Identifying causes and resolving workplace conflicts constructively.

Role Play Workshop:

- Handling difficult conversations and performance issues.

Day 4: Driving Innovation and Managing Change

Innovation and Creativity in Leadership:

- Fostering an innovative organisational culture.

Change Management Frameworks:

- Kotter's 8-Step Model and Lewin's Change Theory.

Leading Teams Through Change:

- Communication strategies, overcoming resistance.

Building Resilience and Adaptability:

- Techniques to stay productive under stress and uncertainty.

Group Activity:

- Designing a change management plan for an organisational initiative.

Day 5: Personal Leadership Development and Action Planning

Ethical Leadership and Corporate Governance:

- Principles of ethical decision-making and responsible leadership.

Leadership Presence and Confidence:

- Verbal and non-verbal communication for influence.

Personal Branding and Professional Image:

- Enhancing credibility and executive presence.

Action Planning Workshop:

- Developing personal leadership development plans.
- Setting commitments for post-course implementation.

Program Agenda:

(1st Day) Agenda

8.30	9.00	Opening Remarks (30 Min.).
9.00	11.30	<u>DISCUSS COURSE OBJECTIVES:</u> <ul style="list-style-type: none"> • Foundations of Management and Leadership. • Strategic Thinking and Operational Planning. • Leading and Managing People. • Driving Innovation and Managing Change. • Personal Leadership Development and Action Planning.
11.30	12.00	Coffee Break
12.00	14.00	<u>Foundations of Management and Leadership</u> <ul style="list-style-type: none"> • Introduction to Management and Leadership: <ul style="list-style-type: none"> ○ Definitions, differences, and interrelationships. ○ Roles and responsibilities of effective leaders and managers. • Management Functions: <ul style="list-style-type: none"> ○ Planning, Organizing, Leading, Controlling. • Leadership Theories and Styles: <ul style="list-style-type: none"> ○ Trait, Behavioural, Contingency, Transformational, and Situational leadership. • Self-Assessment Workshop: <ul style="list-style-type: none"> ○ Identifying your leadership style and areas for growth.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(2nd Day) Agenda

9.00	11.30	<u>Strategic Thinking and Operational Planning</u> <ul style="list-style-type: none"> • Strategic Planning Principles: <ul style="list-style-type: none"> ○ Vision, mission, goals, objectives alignment. • Setting SMART Goals and KPIs: <ul style="list-style-type: none"> ○ Linking daily tasks to strategic objectives. • Operational Management Tools: <ul style="list-style-type: none"> ○ Resource allocation, scheduling, prioritisation.
11.30	12.00	Coffee Break
12.00	14.00	<u>Strategic Thinking and Operational Planning</u> <ul style="list-style-type: none"> • Problem-Solving and Decision-Making Skills: <ul style="list-style-type: none"> ○ Analytical and creative problem-solving techniques. • Group Exercise: <ul style="list-style-type: none"> ○ Developing a strategic plan for a sample organisational challenge.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(3rd Day) Agenda

9.00	11.30	<u>Leading and Managing People</u> <ul style="list-style-type: none"> Team Dynamics and Development: <ul style="list-style-type: none"> Stages of team development (Forming, Storming, Norming, Performing). Motivation Techniques: <ul style="list-style-type: none"> Applying Herzberg, Maslow, and modern motivation models. Effective Communication and Feedback: <ul style="list-style-type: none"> Active listening, assertiveness, and delivering constructive feedback.
11.30	12.00	Coffee Break
12.00	14.00	<u>Leading and Managing People</u> <ul style="list-style-type: none"> Delegation and Empowerment: <ul style="list-style-type: none"> Techniques to delegate effectively and build team ownership. Conflict Management: <ul style="list-style-type: none"> Identifying causes and resolving workplace conflicts constructively. Role Play Workshop: <ul style="list-style-type: none"> Handling difficult conversations and performance issues.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(4th Day) Agenda

9.00	11.30	<u>Driving Innovation and Managing Change</u> <ul style="list-style-type: none"> Innovation and Creativity in Leadership: <ul style="list-style-type: none"> Fostering an innovative organisational culture. Change Management Frameworks: <ul style="list-style-type: none"> Kotter's 8-Step Model and Lewin's Change Theory. Leading Teams Through Change: <ul style="list-style-type: none"> Communication strategies, overcoming resistance.
11.30	12.00	Coffee Break
12.00	14.00	<u>Driving Innovation and Managing Change</u> <ul style="list-style-type: none"> Building Resilience and Adaptability: <ul style="list-style-type: none"> Techniques to stay productive under stress and uncertainty. Group Activity: <ul style="list-style-type: none"> Designing a change management plan for an organisational initiative.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(5th Day) Agenda

9.00	11.30	<u>Personal Leadership Development and Action Planning</u> <ul style="list-style-type: none"> Ethical Leadership and Corporate Governance: <ul style="list-style-type: none"> Principles of ethical decision-making and responsible leadership. Leadership Presence and Confidence: <ul style="list-style-type: none"> Verbal and non-verbal communication for influence.
11.30	12.00	Coffee Break
12.00	14.00	<ul style="list-style-type: none"> Personal Branding and Professional Image: <ul style="list-style-type: none"> Enhancing credibility and executive presence. Action Planning Workshop: <ul style="list-style-type: none"> Developing personal leadership development plans. Setting commitments for post-course implementation.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch