

# Top Management Skills

Dubai -Five stars Hotel

27 - 31 March

22 - 26 May

2016

Business owners ... CEOs and Managers in Govern-  
ment and private sectors

( For Male and Female)

# Do

- You Master Strategic Planning Skills
- You know how to create your department annual Plan
- You know the bases of preparing a budget
- You face situations dealing with your team



After the program , you will master all those skills that are necessary for every manager ,  
The program consist of three courses that are connected as a project as you contribute to the strategic plan creation and transformation to an operational plan then to a budget in addition to team leading skills.

## Main Program Content

- Day 1 - 2 : Strategic and Operational Planning      Mr.Haitham El Masry
- Day 3 - 4 : Budgeting Skills      Mr.Khaled Al Bassam
- Day 5 : Leadership Skills      Mr.Amr El Sabbagh

# 1 / 2

## Day one & two : Strategic and Operational Planning



### Mr.Haitham El Masry

- Strategic planning consultant with over 12 years in management and organizational development.
- Proven Track record of managing difficult situations in non-traditional ways to develop long-term planning , management team and the development of individuals.
- Consultant and trainer in business development, management consulting and team management.
- An expert in organizational development consulting, training experience in sales.
  
- Stages of strategic planning.
- Strategic planning techniques.
- Introducing The new strategy.
- The adoption of effective strategies.
- Departmental strategies.
- Strategic Direction.
- workshop for developing a strategy.
- The development of operational plans.
- How to develop action plans.
- A workshop on the operational planning.

# 3/4

## Day Three & Four : Budgeting Skills



### Mr. Khaled Al-Bassam

- Saudi CPA Certified (SOCPA).
- Masters in Accounting (USA).
- 15 Years of Experience in Finance with Major Companies In KSA.
- CFO for education development company ,Professional trainer in finance and budgeting.
  
- Financial terms (Balance sheet – Budgets).
- Budget Management ( report , analysis and evaluation ).
- Main Budget : Predictions and profit plans.
- Cost Behaviors : Focus on Flexible budget.
- Operational cost :Sales forecast and realistic budget.
- Marketing : Sales budget,promotions and distributions, Administration and general expenses.
- Capital expenditure : Assets to be purchased, sold or discarded.
- Workshop to prepare an estimated budget.

# 5

## Day Five : Leadership Skills



### Mr. Amr Elsabbagh

- Masters of business administration Berlin school of Economics.
- More than 14 years of experience in training and development.
- Organizational development consultant.
- Professional trainer in recruitment, performance management and L&D.
  
- Team Management.
- Operational Planning and SMART Objectives.
- KPIs.
- Coaching.
- Corrective & Preventive actions.
- Performance management system.
- Employee Motivation techniques.

## Program Details

- **Fees: (Early Bird)** Two weeks before the program : **2800\$ without Accommodation or 3950 \$ (5 star hotel accommodation included).**
- Within two weeks before the program : **3400 \$ (Program Only without accommodation) subject to seat availability.**
- **10% off** for the second participant
- **15% off** for the third participant or more
- The fees includes participation in the full program and training materials
- 4 Accredited Certificates.
- 2 Coffee breaks and Lunch.

For Registration & Inquiries contact us

### Company Contacts

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