



# LEADERSHIP AND MANAGEMENT SKILLS

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# HOW TO IMPROVE YOUR LEADERSHIP & MANAGEMENT SKILLS- EFFECTIVE STRATEGIES FOR BUSINESS MANAGERS

## ABOUT THE COURSE:

A manager can make or break a team, why leadership skills are so important to managers. But not all managers have leadership skills, as leadership and management are two different things.

Leaders have a unique ability to inspire a vision and motivate others towards it; sometimes to go beyond what's required of them. Whereas managers focus on tasks and managing work to achieve organizational goals. But when you have someone that can do both effectively, you're more likely to have engaged, committed, and productive employees.

These two days session will take you all the necessary aspects of leadership and management which will increase the productivity of the team and yourself.

## COUSE COVERAGE:

- How to lead and manage people
- How to get organized
- How to improve your planning skills
- How to delegate works and responsibilities
- Self-Development tips
- How to set and achieve goals
- How to better manage yourself

- How to conduct successful meetings
- How to handle stress
- How to make right decisions
- How to deal with difficult employees
- How to be a good team leader at work
- How to motivate employees to their best

## WHY YourOwn?

- Online and On-site classes
- 12 hours of practical sessions ( 2 day session for Corporates)
- Experienced and Professional speakers
- Practice sessions in the class
- Personalised doubt clearing sessions with the Trainer
- Case studies
- Identify weak areas per topic that require additional practice twith the help of performance metrics and reports
- Free webinars/seminars/workshops
- Free career Counselling
- Free Interview technique classes and CV writing Tips
- Free demo sessions
- KHDA approved certificates



## ABOUT US

YourOwn Institute of Training and Professional Development is established in May 2021 with the approval from DED and KHDA-Dubai.

A set of experienced Educational Experts, world class Trainers and Professional consultants who know the need and pulse of the working force, are behind this venture. This Institute is developed after doing immense market survey from the working force and the Corporates. We collected feedback from them and realised what they want exactly to upgrade in their professional career.

As the name suggests it is 'YourOwn Institute'. We are committed 100% Customer happiness. Excellent consultation, career counselling based on TNA and world class training are our highlight.

We at YOI, offer you a wide range of Professional courses. Whichever field you are working, we have a course for your Professional Development. We provide a complete exam preparation for Professional courses like ACCA, CIMA, CMA, CPA, CIA, CFE, CAMS, IATA courses, international HR Certifications, PMP, Six Sigma, NCMA

programs & many more. Besides these, we have KHDA certificate programs on Airline and travels, Accounting and finance, Engineering, IT, Languages, Logistic and Supply chain and courses related to Management. All these courses are approved globally & attracts employment opportunities from Multinational companies.

We at YourOwn Institute also provides excellent coaching and training for the Corporates. We have a team of Professionals who can tailor made and customize the programs for you in a very affordable budget and we guarantee your satisfaction as an end result. We also offer you one day and two-day workshops to upgrade the skills of your employees.

We are offering both Online & on-site classes. We are open to conduct the classes at our premises, your company premises, Hotels or any venue according to your convenience. We guarantee on quality and satisfaction on every situation.

Please walk-in to our office and feel the difference in customer service and get your dream course and Certifications.

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