

Management Supervision & Decision Making

Introduction:

Management is both art and science. It is the art of making people more effective than they would have been without you. The science is in how you do that. There are four basic pillars: plan, organize, direct, and monitor.

Objectives

The objective of this intensive course is to provide participants with technical knowledge and practical training on the methodologies and tools of Management and Decision Making

Contents:

1. Managing people
2. Management skills
3. Managing the processes
4. Work / Life balance
5. Managing costs
6. Stress Management
7. Leadership skills
8. Communication skills
9. Time management
10. The decision making process
11. Types of data
12. DMAIC process
13. Statistical Process Controls
14. Probability
15. Test of hypothesis

Note:

1. Number 1 to 9 will cover the module of management and supervision
2. Number 10 to 15 will cover the module of decision making

Language:

- The language of instruction will be in English /Arabic
- The materials for the trainees will be in English.