

# **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.

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