Tel No:+97126654546 | Fax No:+97126654182 | Email: training@cmc-me.com | www.cmc-me.com



TM266-10D:
The Oxford 10-Day MBA

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Training Description:

In today's highly competitive environment, it is crucial to have a thorough understanding of the multi-dimensional issues faced in managing a business or department effectively. This "10-Day MBA" will focus on issues and dilemmas faced in today's changing world.

This intensive Oxford 10-Day MBA Management & Leadership training course is designed to stretch participants, in order to equip them with the knowledge and confidence to lead and manage in a fast moving and complex business environment. This training course is a unique distillation of the skills that you need to be successful in business.

This training course is split with 2 modules. Each module is structured and can be taken as a stand-alone training course; however, participants will maximise their benefits by taking Module 1 and 2 back-to-back as a two-weeks training course.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Enable participants to understand how human resource management is critical to success in increasingly competitive markets
- ✓ Learn the most effective approaches to gaining and sustaining personal effectiveness against a rapidly changing business environment
- ✓ Learn how to build effective teams and develop high levels of individual and team performance
- ✓ Present the power of strategic thinking and business planning in creating an environment and culture of profitable growth and positive change
- ✓ Understand the linkage and significance of aligning the strategic and operational levels of managing a business
- ✓ Enable participants to cope with the changing determinants of sustainable high-level organizational and individual performance

Personal Impact:

In attending this Oxford training course, participants can expect to gain the following benefits:

- ✓ Greater confidence in discussing major development issues within their organization
- ✓ A very much broader appreciation of the ways in which human, financial, commercial and technical issues interact in developing organizations
- ✓ A sharper appreciation of the contribution that individual specializations make to creating and enhancing an organization's competitive capability
- ✓ A fuller understanding of the difference and interdependence between strategic and operational dimensions of management
- ✓ Learning by case-studies of other organizations and through interaction with experienced managers from different organizations
- ✓ Ability to make a direct contribution to creating tomorrow's organization out of today's organization

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Organisational Impact:

The sponsoring organizations can expect to gain the following benefits:

- ✓ Greater staff awareness of the requirement for creative and innovative thinking in today's organizations
- ✓ Improved teamwork amongst delegates from different specializations within the organization
- ✓ Opportunity for further internal dissemination of practical methods, tools and techniques that can help improve outputs from all resources used in a business (people, capital, technology and products)
- ✓ Improved leadership and management at key levels of staff in an organization
- ✓ Improved motivation of key staff to create superior performance in engaging competitors, customers and partners in an increasingly international environment
- ✓ Improved understanding by staff of the impact of their specialist activity on the overall performance and potential of the organization

Training Designed for:

This course is intended for Commercial Managers, Government Officials, Managers in Financial Institutions, Directors of Medium-Sized Enterprises, Scientific and Technical Managers, and Operational and Human Resource Managers.

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

Module 1: Mastering People Management & Team Leadership

- ❖ Understanding Your Role
  - Leader or Manager?
  - Self-Perception
  - Beyond the Job Description: Finding out what your Organisation requires of you
  - Balancing Conflicting Stakeholder Demands
  - Understanding the Nature of Change
  - A Model for Implementing Change

DAY TWO:

- ❖ Personal Effectiveness, Time Management and Delegation
  - Understanding Yourself and Your Organisational Environment
  - Outcome Orientation
  - Setting Personal and Team Objectives
  - Managing Performance

- Finding and Using Time Effectively
- A Model for Effective Delegation

DAY THREE:

❖ Communication, Influence & Conflict Management

- Channels of Communication
- Effective Listening Skills
- Emotions and Rapport
- Persuasion and Negotiation: The Keys to Personal Influence
- Managing Conflict Assertively

DAY FOUR:

❖ Team Building, People Management and Motivation

- How high-performing teams work?
- Identifying Team Roles
- Teams in Practice: Teambuilding Exercise
- Motivation and Reward
- Building and Sharing a Vision
- Different Approaches to Leadership

DAY FIVE:

❖ Enhancing Team Performance through Coaching and Development

- How People learn?
- Coaching for Personal and Team Growth
- Feedback Skills
- Development Planning
- Next Steps

DAY SIX:

Module 2: Strategic Thinking & Business Planning

❖ Strategic Thinking and Planning

- The Essence of Strategy – *core concept and definition of terms*
- The Difference between Good Strategy and Bad Strategy
- How to Think Strategically – *some techniques*
- Leadership and Management, Comparing Strategy and Operations
- Strategic and Operational Goals – *the significance and difference*
- Using the Strategic Management System

DAY SEVEN:

❖ Developing Strategy – The Power of Business Analysis

- Understanding the Importance and Value of a **"business model"**
- Vision, Values, Mission and Goals – *strategy as perspective*
- Case Examples and Guidelines: Vision and Mission Statements
- Analysing your Business Environment
- How to Evaluate Your Organization's Competencies and Capabilities
- Resource-based Approaches to Strategy

DAY EIGHT:

- Strategy Development, Choice and Translation
  - Levels of Strategy: Corporate, Business and Functional
  - Competitive Strategy – *strategy as position*
  - Emergent Strategies – *strategy as patterns*
  - Uncertainty and Scenarios – *strategy as plans*
  - Strategic Choice – *how to select the best strategy*
  - Translating Strategy with Strategy Maps and Balanced Scorecards

DAY NINE:

- Embedding Strategy in the Organisation
  - Communicating Strategy and Managing Stakeholders
  - How to Manage Strategic Risk
  - Alignment of Operations with Strategy
  - Strategic Performance Measurement
  - Managing Implementation – *effective execution of strategy*
  - Integrating Strategic and Operational Management Processes

DAY TEN:

- Bringing It All Together
  - Good Strategy - *case examples*
  - Building a Strategy / Business Planning Team
  - Analysing Business Models and Strategies in an Industry
  - Understanding and Overcoming Psychological Bias
  - Overview of the whole course
  - Action Planning and Next Steps
- Course Conclusion
- POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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