



*Training Course:  
Implementing Good Management Practices in  
your Work and Organization*

*28 October - 1 November 2024  
Kigali (Rwanda)*

## Training Course: Implementing Good Management Practices in your Work and Organization

Training Course code: MA9292 From: 28 October - 1 November 2024 Venue: Kigali (Rwanda) - Training Course Fees: 5950 € Euro

### Introduction

Last 25 years have seen the standardization of Management Practices, Implementation Methodologies and their Effectiveness Evaluation Methods. This program provides information on the Database of such agreed good practices and shows the way to implement them in your area of work - which may be in your own work, your team, your section, your department or your organization.

### Course Objectives

In this program you will learn about...

1. Fundamental Understanding of the Professional Issues.
  1. The Related Technology and Technical Issues
  2. The Management Issues
  3. The Work Processes
  4. Professional Standards
  5. Related Quality Assurance Methodology
2. Aligning your Departmental, Process and Personal Objectives with Organizational Mission, Vision, Strategic Objectives, Quality Policies and Requirements.
3. Specific Areas where you, your section, your department or your organization can take a Leadership Role.

### Program Content

#### Day One

- Introduction
- Philosophy of Management

#### Day Two

- Overview of Management
- Effectiveness and Efficiency

- Management Process
- Evolution of Management Theory
- The Theory of Management

### Day Three

- Scientific Management
- Problem of Scientific Management
- Decision Making in an Organization
- Importance of Decision Making in an Organization
- Causes of Delay in Decision Making
- Organizational Design and Structure
- Organizational Structure Organizational Chart

### Day Four

- Functions of Management
- Introduction
- Planning Function of Management
- Types of Planning
- Business Planning
- Planning Verses Decision Making
- Features of Planning
- Organising Function of Management
- Directing Function of Management
- Controlling Function of Management
- Need for Control Forms of Control

### Day Five

- Operations Management

- Brief History of Operations Management
- Forms of Operations Management
- Task of Operation Manager
- Operations Risk

## Registration form on the Training Course: Implementing Good Management Practices in your Work and Organization

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
3 Oudai street, Aldouki,  
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