



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

*29 December 2024 - 2 January 2025
Manama (Bahrain)
Fraser Suites*

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

Training Course code: MA9292 From: 29 December 2024 - 2 January 2025 Venue: Manama (Bahrain) - Fraser Suites
Training Course Fees: 4250 € 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...

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

course outlines:

Day 1:

- Introduction
- Philosophy of Management

Day 2:

- Overview of Management
- Effectiveness and Efficiency

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

Day 3:

- 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 4:

- 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 5:

- 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

Training Course code: MA9292 **From:** 29 December 2024 - 2 January 2025 **Venue:** Manama (Bahrain) - Fraser Suites Training Course **Fees:** 4250 € Euro

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
booking form with cheque
to: Global Horizon
3 Oudai street, Aldouki,
Giza, Giza Governorate,
Egypt.