



*Training Course:  
Introduction to Management*

*23 - 27 December 2024  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Introduction to Management

Training Course code: MA235157 From: 23 - 27 December 2024 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 5950 € Euro

### Introduction:

Welcome to the "Introduction to Management" training program offered by Global Horizon Training Center. This program is designed to provide participants with a foundational understanding of essential management principles and practices. Whether you're a new manager, aspiring leader, or simply looking to enhance your management skills, this course will equip you with the knowledge and tools to excel in a managerial role.

### Objectives

By the end of this training program, participants will:

- Understand the key concepts and functions of management.
- Develop effective communication and leadership skills.
- Gain insights into decision-making and problem-solving in a management context.
- Learn about different management styles and their applications.
- Apply management principles to real-world scenarios and challenges.

### Methodology

This training program will employ a diverse range of teaching methods, including:

- Lectures: Comprehensive coverage of management theory and concepts.
- Case Studies: Analysis of real-world management scenarios.
- Group Discussions: Interactive sessions for idea exchange.
- Role-Playing: Practical application of management skills.

### Target Audience

This program is suitable for individuals at various career stages, including:

- New Managers and Supervisors
- Team Leaders
- Aspiring Managers
- Professionals Seeking Leadership Skills
- Entrepreneurs and Business Owners

## Outlines

Day 1:

Introduction to Management and its Functions

- What is Management?
- Historical Development of Management
- Functions of Management: Planning and Organizing
- The Role of a Manager
- Functions of Management: Leading and Controlling

Day 2: Effective Communication and Leadership

- Importance of Communication in Management
- Communication Channels and Barriers
- Developing Effective Communication Skills
- Leadership Styles and Theories
- Leadership vs. Management
- Developing Leadership Skills

Day 3:

Decision-Making and Problem-Solving

- The Decision-Making Process
- Types of Decisions in Management
- Factors Influencing Decision-Making
- Problem-Solving Techniques
- Analytical and Creative Problem-Solving

#### Day 4:

##### Management Styles and Organizational Culture

- Different Management Styles Autocratic, Democratic, Laissez-Faire, etc.
- Adapting Management Styles
- Organizational Culture and its Impact
- Shaping Organizational Culture
- Managing Cultural Diversity

#### Day 5:

##### Applying Management Principles

- Managing Teams and Conflict Resolution
- Performance Appraisal and Feedback
- Ethics in Management
- Future Trends in Management
- Certification and Closing Remarks

## Registration form on the Training Course: Introduction to Management

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