



*Conference:
Mastering People Management & Team
Leadership*

*30 May - 3 June 2027
Amman (Jordan)*

Conference: Mastering People Management & Team Leadership

Conference code: CO8250 From: 30 May - 3 June 2027 Venue: Amman (Jordan) - Conference Fees: 4550 € Euro

Introduction

This course is designed for supervisors or technical specialists transitioning into team leader or line manager roles. It focuses on developing the essential skills needed to balance organizational demands with team needs. Participants will learn to step back from everyday pressures, manage time effectively, and use influencing techniques to guide and motivate their teams. The course also emphasizes the importance of delegation and how it can empower team members, along with strategies for team development and growth. Building strong motivational skills is a key component to help leaders inspire and lead their teams effectively.

Objectives

- Understanding your role as manager and leader
- Establishing clear objectives and standards of performance for your team
- Managing your workload using effective prioritization and delegation techniques
- Maximizing your influencing skills
- Building an effective team
- Developing and leveraging the capabilities of team members

Target Audience

- Team Leaders and Supervisors
- First-line Managers and Line Managers
- Technical Specialists transitioning into leadership roles
- Project Team Leaders and Coordinators
- Department Heads and Assistant Managers
- Operations Supervisors and Shift Managers
- Professionals newly appointed to managerial or leadership positions
- Employees responsible for managing small teams or workgroups
- Professionals seeking to improve delegation, communication, and influencing skills
- Individuals responsible for team performance and staff development
- Professionals aiming to build leadership, motivation, and coaching capabilities
- Anyone preparing to move from technical roles into people management positions

Outlines

Day 1: Understanding Your Role

- Leader or manager?
- Self-perception
- Beyond the job description: finding out what your organization requires of you
- Balancing conflicting stakeholder demands
- Understanding the nature of change
- A model for implementing change

Day 2: Personal Effectiveness, Time Management, and Delegation

- Understanding yourself and your organizational environment
- Outcome orientation
- Setting personal and team objectives
- Managing performance
- Finding and using time effectively
- A model for effective delegation

Day 3: 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 4: 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 5: Enhancing Team Performance through Coaching and Development

- How did people learn?
- Coaching for personal and team growth
- Feedback skills
- Development planning
- Next steps

Registration form on the Conference: Mastering People Management & Team Leadership

Conference code: CO8250 From: 30 May - 3 June 2027 Venue: Amman (Jordan) - Conference Fees: 4550 € 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.