1. Course Details:

Course Code : SFMM-006
Course Title : Modern Control and Follow-up Business Methods
Course Duration : 5 Days

2. Course Overview:

- Planning is the administrative tasks that aim at determining the future objectives of the organizations and institutions and the methods of determining these goals, Follow-up to the implementation of the work is also very important and innovative.From an organizational perspective, management is the achievement of organizational goals through individuals and other resources.

- More precisely, management is the achievement of objectives through the five basic administrative functions: planning, organization, recruitment, direction and control. The goal of learning the art of management is initially to increase in the management skills and the self-development of the trainee. Planning is the basis for starting work or entering projects. Without planning, work will become distracted. This will lead to errors, which will lead to failure of work, and follow-up implementation is part of the management that cannot be dispensed with because it is also the best way to make the projects successful.

3. Learning Outcomes:

- Developing thinking skills in the strategic planning process of the distinguished manager
- Developing the supervisory skills of the course dependents
- Acquiring experience in the field of teamwork and team building
- Acquiring the leader's skills in reducing the administrative risks of the principals

4. Course Contents:

- Work mechanisms that must be accomplished before and during implementation of plans and ideas
- Methods of good communication between the administration and the staff and the implementation of their objectives
- Methods for proper planning, which considers the material cost and the company's ability to achieve
- Proper methods of setting goals that must be consistent with the company's general policy
- Concepts of strategic plans and objectives
- The concept of administrative meetings to follow up the strategic plan and the way it is held
- Analysis of the internal and external environment

- Types of strategic plans
- Planning strengths, weaknesses, threats and opportunities
- Management of strategic planning workshops
- Strategy formulation skills
- Administrative genius and supervisory leadership
- Genius leading in achieving success
- Typical thinking strategies
- Preparing work maps and designing and developing the working reality
- Innovative and analytical thinking to achieve excellence in the work environment
- Diplomacy of genius managerial and leadership
- Basic information in supervisory performance

5. Our Methodology:

- Make coaching and monitoring innovative and using modern
- Media training also using on the go training by using interactive means and focusing on
- The exercises, practical applications and real situations study.
- Live delivery method, instructor-led training.
- Experienced consultant, trainers, and professional.
- Qualified trainer with high-level experience

6. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

7. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

8. Who Should Attend?

- Managers of commercial and industries companies
- Heads of Departments

- Heads of Corporate Development & Management Departments
- Heads of Corporate Planning Departments
- Supervisors and Managers