



جمعية المهندسين البحرينية - مركز التدريب
Bahrain Society of Engineers - TRAINING CENTRE

Training Workshop

Lead Proactively and Driving For Results

QQA Seal of Recognition



29 October - 01 November 2017

08:00 am - 02:00 pm

Manama, Kingdom of Bahrain

Reserve your seat now! Reg. Fee: BD 400



For Registration or any Inquiries

Tel: +973 17-727100 / 17-810 725

Fax: +973 17-827475

Email: bsetraining@batelco.com.bh



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Supported by:

Introduction:

Reactive management refers to a situation in which you can't - or don't - plan ahead for problems or opportunities. Instead, you react to them as they happen. As a result, you're always a step behind. In contrast, proactive management happens when you plan ahead to avoid or manage problems.

All of this reflects on being an achiever, in this course you will explore some tools & concepts which will boost your performance and make you an outstanding achievers.

Objectives & Benefits:

- The different between Reactive & Proactive leadership?
- To understand Why Reactive Management Happens
- The Problem with Reactive Management
- How to develop a Proactive Mindset
- The challenge of shifting to Proactive team /organization
- Failure Mode and Effects Analysis (FMEA)
- Understanding the Resistance to Proactive leadership
- Proactive leadership & Inspiring Your team
- Drive Results and Team Members Engagement
- The Roles of Driving for result
- Benchmarking & leadership for results
- Decision Making



Methodology:

- Group Discussions
- Training Contests
- Personality Lab
- Video Clips
- Simulations exercises
- Assessments
- Case studies/ Exercises
- Coaching

Who should attend?

This course will benefit those who are in supervisory, managerial or leadership positions, or who work in teams, and would like work proactively & to become achievers in their organizations



Course Outline:



- What are Reactive leadership / Management?
- Why Reactive Management Happens
- The Problem with Reactive Management
- 7 Ways to Adopt a Proactive Mindset
- Moving to Proactive Management – 5 Essential Steps
- Failure Mode and Effects Analysis (FMEA) Steps
- Risk Analysis
- Broaden and Build theory
- Kaizen
- 12 Reasons for Resistance to Change
- Psychological Reactions to Change
- 15 Approaches to Drive Behavior Change
- Nine Approaches to Inspire Your Employee
- Law Of The Vital Few
- Drive Results and Team Members Engagement
- Driving for results by effort management
- Prioritization
- Practice TMT
- Parkinson's law
- The Busy Trap
- The 9D's Problem Solving Model for Proactive Leadership
- Benchmarking in Business
- Benchmarking Process
- Types of Benchmarking
- Decision Making Tree
- How Decisions Are Made – 8 Steps Model
- Case Study – Proactive Vs. Reactive Approaches To Your Business And Talent

Course Lecturer: Dr. Emad Al Zaidani

Dr. Al-Zaidani is a Business and human capital Developer, Futurist & certified trainers in Quality & many Creative Thinking models. He is also specializes in many areas, such as leaders and managers development, strategic thinking & planning, marketing planning, sales Development management, Franchising, developing markets, penetrations Strategies and controlling competition, quality and human resource developer. Conducted many courses in Gulf countries, Malaysia & UK. In the previous mentioned areas. During his 30 years of professional practice he gained a thorough & extensive experience, reflected greatly in his performance in training & coaching. In Training he focuses in boosting trainee's performance and developing their skills utilizing many tools & means such as (Personal Incubation, Personality Lab, Training Games, Training Competition, Brain Reset, and Coaching).

Course Fee: BD 400.000 (Inclusive of refreshments, lunch, certificate of attendance & course handout)

Training Quality Procedures:

Assessment:

All assessments will be conducted during the Workshop. Assessment tasks consist of e.g: Quizzes, Practical discussions, case studies, role plays, onsite Exercises, hands-on.

Certificates:

Certificates will be awarded to the learners who pass in the assessments and completed at least 75% of the attendance report.

Course Language: English



Progress Reports:

Progress and attendance reports linked to the specifications for the reporting period will be sent to the company of each learner. This report will list learner's progress and achievements with respect to the appropriate section of the syllabus, indicating the progress made towards the training objective.

"Lead Proactively and Driving For Results"

REGISTRATION FORM

Name:

Organization: Department:

Position: Email:

Address:

Telephone: Mobile: Fax:

Course Title	Duration	Date & Venue	Timing	Course Fees
Lead Proactively and Driving for Results	4 days	29 Oct. – 01 Nov. 2017 Manama, Kingdom of Bahrain	8:00 am to 2:00 pm	BD 400

Tamkeen Supported Amount: 288 BD

Promo & Discounts for early bird registration until 15th September 2017:

- Individual Registration (**Non-Sponsored**) - **10% Discount**
- Group registration composed of five (5) delegates - **15% Discount**
- BSE Members (as individual/ non-sponsored) - **20% Discount**
- Free seat for BSE active member (conditions applied)

Note:

- For Individual/ overseas, payment shall be received upon submission of the completed registration form.
- Registration shall be reconfirmed only once payment has been made prior to the course.
- No Show of participant/s during the course will be charged in full amount accordingly.
- Cancellation of participant/s shall be submitted in writing to BSE ten days (10 days) before the course.

Method of payment:

- I will pay by Cash
- Invoice the Organization (Please attach the authorization/nomination letter)
- I enclose a Banker's Draft payable to Bahrain Society of Engineers-Training Centre
- Bank BIC: NBOBBHBM / IBAN: BH18 NBOB 0000 0099 0989 11
- National Bank of Bahrain-Manama Main Branch
- Please Debit to Amex: _____ Visa: _____ Master Card: _____
(Additional 3% will be charged)

Card Number:..... Expiry Date:.....

Card Holder's name and address (if different from above)

Signature..... Date:.....

Please send this completed form to:

BSE-Training Centre, P. O. Box 835, Manama, Bahrain

Tel: +973 17-810725 or 17-727100, Fax: +973 17-827475/ Email: bsetraining@batelco.com.bh