



Managing Self and Leading Others



+971 4 556 7171
800 7100 (within UAE)



www.meirc.com



meirc@meirc.com



Meirc
Training & Consulting

Why Attend

This course is designed for supervisors, managers, and individuals at any level within the organization, looking to sharpen their leadership capabilities, aspiring to learn more about themselves and interested in using their influencing skills to manage and lead others. The course takes the participants on a journey of self-discovery and self-reflection and teaches them strategies and skills that will make them shine and thrive in their jobs as well as in their personal lives.

Course Methodology

This course uses self-assessment tools to diagnose, discover and explain the participants' ability to manage and lead others. Group presentations, discussions, role-plays and case analyses will also be used.

Course Objectives

By the end of the course, participants will be able to:

- Recognize strengths and blind spots in themselves and others
- Increase their self-awareness for better self-management
- Plan and set goals and directions based on values and aspirations
- Earn trust and get results with leadership coaching
- Influence others from a position of authority, even without formal authority
- Lead for long-term results

Target Audience

This course is ideal for new or experienced supervisors and managers in any function within the organization, as well as for individuals who want to become better at understanding and managing themselves and lead others. The course is also perfect for those looking for a refresher course, new perspective or inspiration on the course subject.

Target Competencies

- Personal and organizational effectiveness
- Working productively with peers, managers, subordinates and others
- Communication skills
- Empathetic listening
- Planning and goal setting
- Self-Awareness
- Coaching skills
- Influencing skills
- Persuasion skills
- Leadership skills

Course Outline

- Self-awareness: a point of departure
 - Assessing your self-awareness
 - Why increase your self-awareness
 - How to increase your self-awareness
 - Self-awareness questionnaires
 - Emotional intelligence questionnaire
 - Interpersonal needs questionnaire (FIRO-B)
 - Assertiveness questionnaire
 - The 'big five locator' questionnaire
 - Cognitive style questionnaire
 - Summarizing your self-awareness profile
- Self-management: clarifying values, setting goals, and planning



- What is meant by self-management
- Self-management, personal and social skills
- Self-management skills and lifelong learning
- How well do you plan and set goals
- What are your values
- Personal goal setting
- Personal mission statements
- Strategies for effective goal setting
- Leading others with active coaching
 - Characteristics of an ideal coach
 - How a good coach is described
 - 7 masterful coaching personality traits
 - Myths and realities
 - Seven communication principles for coaching
 - Gather good information with EARS
 - Good habits of effective listeners
 - Leadership coaching styles: What kind of a coach are you?
- Persuading others with tact and diplomacy
 - Definition of 'Persuasion'
 - Persuasion strategies: Credibility
 - Persuasion strategies: Logical Reasoning
 - Persuasion strategies: Emotional appeal
 - Improving your persuasive skills
 - Persuasive skills in formal presentations
 - Persuasion versus negotiation
 - The art of persuasion: thirty proven tips and techniques
- Transforming others with influence and inspiration
 - Transformational leadership defined
 - Transformational leadership and charisma
 - A model of transformational leadership
 - Transformational leadership factors
 - Transactional leadership factors
 - Other transformational perspectives
 - How does the transformational approach to leadership work



Location & Date

22 - 26 Sep, 2019	English	Dubai	Media Rotana
3 - 7 Nov, 2019	Arabic	Dubai	Media Rotana
15 - 19 Dec, 2019	English	Dubai	Media Rotana
15 - 19 Mar, 2020	English	Dubai	To be assigned
6 - 10 Sep, 2020	English	Istanbul	To be assigned
18 - 22 Oct, 2020	English	Dubai	To be assigned
6 - 10 Dec, 2020	English	Dubai	To be assigned

Fees: US\$ (including coffee breaks and a buffet lunch daily)

Per participant - 2019	US\$ 4800
Per participant - 2020	US\$ 4900
Fees + VAT as applicable	UAE Tax Registration Number 100239834300003



Courses in Leadership and Management

Dates	Course Name	Language	Location	Fees
1 - 5 Sep, 2019	Adaptive Leadership: Tools and Tactics	English	Dubai	US\$ 4900
1 - 5 Sep, 2019	The Leadership Challenge Continues®	English	Dubai	US\$ 5200
8 - 12 Sep, 2019	Certified Professional Manager	Arabic	Dubai	US\$ 5200
15 - 19 Sep, 2019	ILM Endorsed Key Managerial Skills for New Managers and Supervisors	Arabic	Riyadh	US\$ 5200
15 - 19 Sep, 2019	Leadership and Communication	English	Riyadh	US\$ 4900
29 Sep - 3 Oct, 2019	Organizational Leadership	English	Dubai	US\$ 4900
6 - 10 Oct, 2019	Certificate in Leading Innovation and Organizational Transformation	English	Dubai	US\$ 5200
6 - 10 Oct, 2019	Supervisory Skills	English	Dubai	US\$ 4900
13 - 17 Oct, 2019	Management Skills and Techniques for Engineers	English	Dubai	US\$ 4900
13 - 17 Oct, 2019	Results Based Leadership	English	Dubai	US\$ 4900
20 - 24 Oct, 2019	Certified Professional Manager	Arabic	Dubai	US\$ 5200
20 - 24 Oct, 2019	Certified Team Leader	Arabic	Dubai	US\$ 5200
20 - 24 Oct, 2019	Empowering the Workplace for Greater Impact	English	Dubai	US\$ 4900
20 - 24 Oct, 2019	Leadership and Communication	English	Dubai	US\$ 4900
27 - 31 Oct, 2019	Good to Great Management: The Road Ahead	English	Dubai	US\$ 4900
3 - 7 Nov, 2019	Certificate in Business Decision Models	English	Dubai	US\$ 5200
3 - 7 Nov, 2019	ILM Endorsed Leading and Managing Change	English	Dubai	US\$ 5200
3 - 7 Nov, 2019	The Certified Supervisor	Arabic	Dubai	US\$ 5200
10 - 14 Nov, 2019	Adaptive Leadership: Tools and Tactics	Arabic	Dubai	US\$ 4900
10 - 14 Nov, 2019	Leadership and Communication	Arabic	Dubai	US\$ 4900
17 - 21 Nov, 2019	Certified Professional Manager	English	Dubai	US\$ 5200
17 - 21 Nov, 2019	The Power of Leaders	Arabic	Dubai	US\$ 4900
24 - 28 Nov, 2019	ILM Endorsed Coaching and Mentoring Skills for Managers and Supervisors	Arabic	Dubai	US\$ 5200
24 - 28 Nov, 2019	ILM Endorsed Key Managerial Skills for New Managers and Supervisors	Arabic	Dubai	US\$ 5200
24 - 28 Nov, 2019	ILM Endorsed Managerial Decision Making and Problem Solving	Arabic	Dubai	US\$ 5200
1 - 5 Dec, 2019	Creative Leadership and Innovative Thinking	Arabic	Dubai	US\$ 4900
1 - 5 Dec, 2019	Leading a Team of Champions	Arabic	Dubai	US\$ 4900



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Dates	Course Name	Language	Location	Fees
8 - 12 Dec, 2019	Organizational Leadership	English	Dubai	US\$ 4900
8 - 12 Dec, 2019	The Certified Supervisor	English	Dubai	US\$ 5200
15 - 19 Dec, 2019	ILM Endorsed Middle Management Skills	Arabic	Dubai	US\$ 5200
15 - 19 Dec, 2019	The Leadership Challenge® Workshop	English	Dubai	US\$ 5200
22 - 26 Dec, 2019	Certified Professional Manager	Arabic	Dubai	US\$ 5200
22 - 26 Dec, 2019	Leadership and Communication	English	Dubai	US\$ 4900
29 Dec - 2 Jan, 2020	Certified Team Leader	English	Dubai	US\$ 5200
29 Dec - 2 Jan, 2020	ILM Endorsed Key Managerial Skills for New Managers and Supervisors	English	Dubai	US\$ 5200
29 Dec - 2 Jan, 2020	ILM Endorsed Managerial Decision Making and Problem Solving	English	Dubai	US\$ 5200
29 Dec - 2 Jan, 2020	The Leadership Program for GCC Executives	Arabic	Dubai	US\$ 5200
5 - 9 Jan, 2020	Good to Great Management: The Road Ahead	English	Dubai	US\$ 5200
19 - 23 Jan, 2020	ILM Endorsed Key Managerial Skills for New Managers and Supervisors	Arabic	Dubai	US\$ 5200
26 - 30 Jan, 2020	Certified Professional Manager	Arabic	Dubai	US\$ 5200
2 - 6 Feb, 2020	Certified Team Leader	Arabic	Dubai	US\$ 5200
9 - 13 Feb, 2020	Leadership and Communication	English	Dubai	US\$ 5200
16 - 20 Feb, 2020	ILM Endorsed Leading and Managing Change	English	Dubai	US\$ 5200
16 - 20 Feb, 2020	The Leadership Challenge® Workshop	English	Dubai	US\$ 5200
16 - 20 Feb, 2020	Supervisory Skills	English	Dubai	US\$ 5200
23 - 27 Feb, 2020	Certificate in Leading Innovation and Organizational Transformation	English	Dubai	US\$ 5200
23 - 27 Feb, 2020	Management Skills and Techniques for Engineers	English	Dubai	US\$ 5200
23 - 27 Feb, 2020	The Power of Leaders	Arabic	Dubai	US\$ 5200
1 - 5 Mar, 2020	Certified Professional Manager	English	Dubai	US\$ 5200
1 - 5 Mar, 2020	Results Based Leadership	Arabic	Dubai	US\$ 5200
8 - 12 Mar, 2020	ILM Endorsed Key Managerial Skills for New Managers and Supervisors	English	Dubai	US\$ 5200
8 - 12 Mar, 2020	Leading a Team of Champions	Arabic	Dubai	US\$ 5200
22 - 26 Mar, 2020	Managing Up, Down and Across for Better Results	English	Dubai	US\$ 5200
22 - 26 Mar, 2020	The Certified Supervisor	Arabic	Dubai	US\$ 5200



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Dates	Course Name	Language	Location	Fees
29 Mar - 2 Apr, 2020	Empowering the Workplace for Greater Impact	English	Dubai	US\$ 5200
29 Mar - 2 Apr, 2020	Good to Great Management: The Road Ahead	Arabic	Dubai	US\$ 5200
29 Mar - 2 Apr, 2020	ILM Endorsed Coaching and Mentoring Skills for Managers and Supervisors	Arabic	Dubai	US\$ 5200
29 Mar - 2 Apr, 2020	Leadership and Communication	Arabic	Dubai	US\$ 5200
5 - 9 Apr, 2020	Adaptive Leadership: Tools and Tactics	Arabic	Dubai	US\$ 5200
5 - 9 Apr, 2020	Certified Team Leader	English	Dubai	US\$ 5200
5 - 9 Apr, 2020	ILM Endorsed Managerial Decision Making and Problem Solving	English	Dubai	US\$ 5200
5 - 9 Apr, 2020	ILM Endorsed Middle Management Skills	English	Kuala Lumpur	US\$ 5200
12 - 16 Apr, 2020	Certified Professional Manager	Arabic	Dubai	US\$ 5200
12 - 16 Apr, 2020	ILM Endorsed Key Managerial Skills for New Managers and Supervisors	Arabic	Cairo	US\$ 5200
12 - 16 Apr, 2020	Organizational Leadership	English	Dubai	US\$ 5200
19 - 23 Apr, 2020	Leadership and Communication	English	Dubai	US\$ 5200
31 May - 4 Jun, 2020	ILM Endorsed Leading and Managing Change	Arabic	Dubai	US\$ 5200
7 - 11 Jun, 2020	Leadership and Communication	Arabic	Dubai	US\$ 5200
7 - 11 Jun, 2020	Supervisory Skills	Arabic	Dubai	US\$ 5200
14 - 18 Jun, 2020	Certificate in Business Decision Models	Arabic	Dubai	US\$ 5200
14 - 18 Jun, 2020	ILM Endorsed Key Managerial Skills for New Managers and Supervisors	English	Dubai	US\$ 5200
21 - 25 Jun, 2020	Results Based Leadership	English	Dubai	US\$ 5200
28 Jun - 2 Jul, 2020	Certified Professional Manager	English	Dubai	US\$ 5200
5 - 9 Jul, 2020	Certified Team Leader	Arabic	Dubai	US\$ 5200
12 - 16 Jul, 2020	Transformational Change and Strategic Leadership	English	Dubai	US\$ 5200
19 - 23 Jul, 2020	ILM Endorsed Middle Management Skills	English	Baku	US\$ 5200
19 - 23 Jul, 2020	Leading with Agility and Resilience	English	Dubai	US\$ 5200
9 - 13 Aug, 2020	Leadership and Communication	English	Barcelona	US\$ 5200
16 - 20 Aug, 2020	The Leadership Program for GCC Executives	English	Dubai	US\$ 5200
16 - 20 Aug, 2020	The Certified Supervisor	English	Dubai	US\$ 5200
23 - 27 Aug, 2020	Certified Professional Manager	English	Kuala Lumpur	US\$ 5200
23 - 27 Aug, 2020	ILM Endorsed Key Managerial Skills for New	Arabic	Dubai	US\$ 5200



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	Managers and Supervisors			
23 - 27 Aug, 2020	The Leadership Challenge Continues®	English	Dubai	US\$ 5200
30 Aug - 3 Sep, 2020	ILM Endorsed Coaching and Mentoring Skills for Managers and Supervisors	English	Dubai	US\$ 5200
30 Aug - 3 Sep, 2020	ILM Endorsed Managerial Decision Making and Problem Solving	Arabic	Dubai	US\$ 5200
6 - 10 Sep, 2020	Adaptive Leadership: Tools and Tactics	English	Dubai	US\$ 5200
6 - 10 Sep, 2020	Leading a Team of Champions	English	Dubai	US\$ 5200
13 - 17 Sep, 2020	Organizational Leadership	English	Dubai	US\$ 5200
13 - 17 Sep, 2020	Supervisory Skills	Arabic	Riyadh	US\$ 5200
13 - 17 Sep, 2020	The Power of Leaders	English	Dubai	US\$ 5200
20 - 24 Sep, 2020	Leadership and Communication	English	Dubai	US\$ 5200
27 Sep - 1 Oct, 2020	Certified Professional Manager	Arabic	Dubai	US\$ 5200
27 Sep - 1 Oct, 2020	Certified Team Leader	English	Dubai	US\$ 5200
27 Sep - 1 Oct, 2020	Good to Great Management: The Road Ahead	English	Dubai	US\$ 5200
4 - 8 Oct, 2020	Managing Up, Down and Across for Better Results	English	Dubai	US\$ 5200
11 - 15 Oct, 2020	Empowering the Workplace for Greater Impact	Arabic	Dubai	US\$ 5200
11 - 15 Oct, 2020	ILM Endorsed Key Managerial Skills for New Managers and Supervisors	Arabic	Riyadh	US\$ 5200
11 - 15 Oct, 2020	ILM Endorsed Middle Management Skills	Arabic	Dubai	US\$ 5200
18 - 22 Oct, 2020	Certificate in Business Decision Models	English	Dubai	US\$ 5200
18 - 22 Oct, 2020	Management Skills and Techniques for Engineers	English	Dubai	US\$ 5200
25 - 29 Oct, 2020	Leadership and Communication	Arabic	Dubai	US\$ 5200
1 - 5 Nov, 2020	Certified Professional Manager	English	Dubai	US\$ 5200
1 - 5 Nov, 2020	Results Based Leadership	Arabic	Dubai	US\$ 5200
8 - 12 Nov, 2020	Adaptive Leadership: Tools and Tactics	Arabic	Dubai	US\$ 5200
8 - 12 Nov, 2020	ILM Endorsed Leading and Managing Change	English	Dubai	US\$ 5200
15 - 19 Nov, 2020	ILM Endorsed Key Managerial Skills for New Managers and Supervisors	English	Dubai	US\$ 5200
15 - 19 Nov, 2020	Leadership and Communication	English	Dubai	US\$ 5200
22 - 26 Nov, 2020	ILM Endorsed Coaching and Mentoring Skills for Managers and Supervisors	Arabic	Dubai	US\$ 5200

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22 - 26 Nov, 2020	ILM Endorsed Managerial Decision Making and Problem Solving	English	Dubai	US\$ 5200
29 Nov - 3 Dec, 2020	Supervisory Skills	English	Dubai	US\$ 5200
29 Nov - 3 Dec, 2020	The Power of Leaders	Arabic	Dubai	US\$ 5200
6 - 10 Dec, 2020	Certificate in Leading Innovation and Organizational Transformation	English	Dubai	US\$ 5200
6 - 10 Dec, 2020	Certified Team Leader	Arabic	Dubai	US\$ 5200
6 - 10 Dec, 2020	Leading with Agility and Resilience	English	Dubai	US\$ 5200
13 - 17 Dec, 2020	Good to Great Management: The Road Ahead	Arabic	Dubai	US\$ 5200
13 - 17 Dec, 2020	The Leadership Challenge® Workshop	English	Dubai	US\$ 5200
13 - 17 Dec, 2020	The Certified Supervisor	Arabic	Dubai	US\$ 5200
20 - 24 Dec, 2020	Leadership and Communication	Arabic	Dubai	US\$ 5200
20 - 24 Dec, 2020	The Leadership Program for GCC Executives	Arabic	Dubai	US\$ 5200
20 - 24 Dec, 2020	Organizational Leadership	English	Dubai	US\$ 5200
27 - 31 Dec, 2020	Certified Professional Manager	Arabic	Dubai	US\$ 5200
27 - 31 Dec, 2020	ILM Endorsed Key Managerial Skills for New Managers and Supervisors	Arabic	Dubai	US\$ 5200
27 - 31 Dec, 2020	Transformational Change and Strategic Leadership	English	Dubai	US\$ 5200



Meirc Timeline

