

## **Workshop on General Management**

### **Three days training with a lifetime impact on your career**

#### **Background:**

Understanding the role of the manager as a leader and a decision-maker and learning proven techniques that will help you achieve your objectives are essential to contribute in success of your organization. It is also vital for subordinates in an organization to understand their roles and responsibilities with respect to their organization and its success. This course is suitable for managers or team leaders, from all backgrounds who want to get a better understanding of the keys to management.

#### **Benefits:**

By the end of this practical program, you will be able to:

- Clearly define the role and the responsibilities of the manager
- Identify the factors that will make your team succeed and help you achieve your goals
- Lead and motivate your team to ensure performance
- Handle difficult situations and people from different backgrounds and overcome conflicts

#### **Who should attend?**

This workshop is beneficial for any professional (either in a Managing or sub-ordinate position) who wants to understand the Ins-and-Outs of Management and have a successful career in their respective profession.

#### **Course content:**

This course:

- Illustrates why people are the most important asset of any organization
- Shows how an organization should commit energy and effort to developing and deploying its people
- Describes practical ways that organizations can maximize the return on their people investment
- Discusses best practices in workforce planning
- Discusses best practices in job analysis
- Discusses best practices in recruitment and selection
- Discusses best practices in training and development
- Discusses best practices in reward systems





### **About the Trainer:**

ABCD Consultants is proud to have qualified trainers on its team who can ensure your success using their skills and knowledge as well as the well equipped training environment and materials. The trainer assigned to this training is an MBA holder with extensive experience in conducting and managing training workshops **on several** subjects in the field of Management.

### **Fee:**

Below table shows fee/day/participant for a three day workshop which includes a visa, certificate, training materials and refreshments in our current operation areas:

<b>Country</b>	<b>Local Rate</b>	<b>International Rate</b>
Afghanistan	100.00 USD / 5000 AFN	300.00 USD / 15000 AFN
Dubai/UAE	200.00 USD / 10000 AFN	300.00 USD / 15000 AFN
Tajikistan	100.00 USD / 5000 AFN	300.00 USD / 15000 AFN

### **Approach:**

The General Management course is available for fee based participants at ABCD Consultants Training Center or at your offices in any location in Afghanistan. We usually recommend a three day course but can also offer a more flexible format to suit your schedule.