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TAKATUF

ESSENTIALS OF MANAGEMENT PROGRAMME





ABOUT TAKATUF

Takatuf is the strategic provider of innovative Human Capital solutions. Since 2013, Takatuf have been responding to Oman's workforce development needs and providing strategic, innovative Human Capital solutions for a wide variety of corporate and institutional projects across the Sultanate.

Takatuf operates in five key areas:

Assessment: We support our clients in making objective and informed decisions about staff selection and development.

Coaching: We offer professional coaching with a focus on developing the leadership skills of our clients.

Human Capital Consulting: We create customised and effective solutions for our clients that enable their organisations to attract, develop and retain employees.

Takatuf Scholars Programme: We enable Omani students to develop 21st century competencies through a rigorous academic enrichment programme, preparing them for personal and professional success in Oman and abroad.

Training Institutes: We establish strategic partnerships with global organisations to create internationally-accredited training opportunities.

ABOUT FranklinCovey Middle East

FranklinCovey is a global company specializing in performance improvement. We help organizations achieve results that require a change in human behavior.

Our expertise is in seven areas:

Leadership

Develops highly effective leaders who engage others to achieve results.

Execution

Enable organizations to execute strategies that require a change in human behavior.

Productivity

Equips people to make high-value choices and execute with excellence in the midst of competing priorities.

Trust

Builds a high-trust culture of collaboration and engagement, resulting in greater speed and lower costs.

Sales Performance

Transforms the buyer-seller relationship by helping clients succeed.

Customer Loyalty

Drives faster growth and improves frontline performance with accurate customer -and employee-loyalty data.

Education

Helps schools transform their performance by unleashing the greatness in every educator and student.

ACTION LEARNING PROJECT

Action learning is a method used in leadership development to give participants an opportunity to learn through solving a real business problem, designing a new solution or improving a business process.

Participants work with their leaders to identify an opportunity and then work as individuals or in small groups to deliver a proposal or recommendation for action



Value

- An opportunity to work on and resolve real company- specific issues and opportunities; working on a project that is important for their company
- Increases cross-functional and cross-business unit interaction to foster development of broader knowledge
- Put into practice the tools learned during the programme
- Develop a culture of learning by exploration
- Encourages people out of their comfort zone
- Economic value creation for the participant's companies



Process

- During and in between the modules, participants will work individually or in small teams on a project. The topic of the project will focus on underexplored work or a business challenge or opportunity
- A project advisor and a project sponsor will provide guidance and facilitate learning for the teams
- Participants will be asked to generate constructive and pragmatic ideas and suggestions that would serve as a basis for interaction among them, their advisor, and company sponsor
- At the end of the programme, participants will present their solutions and plans to a panel of senior managers



GETTING STARTED

- In your Company, engage with a senior sponsor to identify a project that is important to the business and where a solution will be valued by the senior leadership team
- Make and take the time to work together and develop a plan, allocate accountabilities across the group and make a start.
- The progress milestones will be Module 2, where you bring the plan, data and progress to work on and receive support (2 evening sessions) and Module 3 for finalization and presentation of the project to a panel.

SKILLS AND KNOWLEDGE



Supervisory Skills

- Your role as a Team Leader-Supervisor
- Translating vision and mission and setting goals
- Organizing, prioritizing and delegating



Leading Change

- Understanding the process of leading change as a first line leader
- Navigating resistance
- Consultation
- Making decisions



Developing Teams and Coaching skills

- Identifying the strengths and blind spots of the team
- Differences between groups and teams
- Managing diversity in a team
- Developing your team
- Giving feedback and the importance of employee recognition
- Coaching, counseling and mentoring



Planning

- Foundation of Planning
- Planning Tools and Techniques



Creative Problem Solving and Decision Making

- Working with original ideas
- Problem solving strategies
- Managing risk



Basic Finance for Team Leaders-Supervisors

- Concepts of Financial Management
- The key financial statements and what you need to know
- Managing costs and revenues
- Using Financial Information to communicate value
- The Budgeting Process

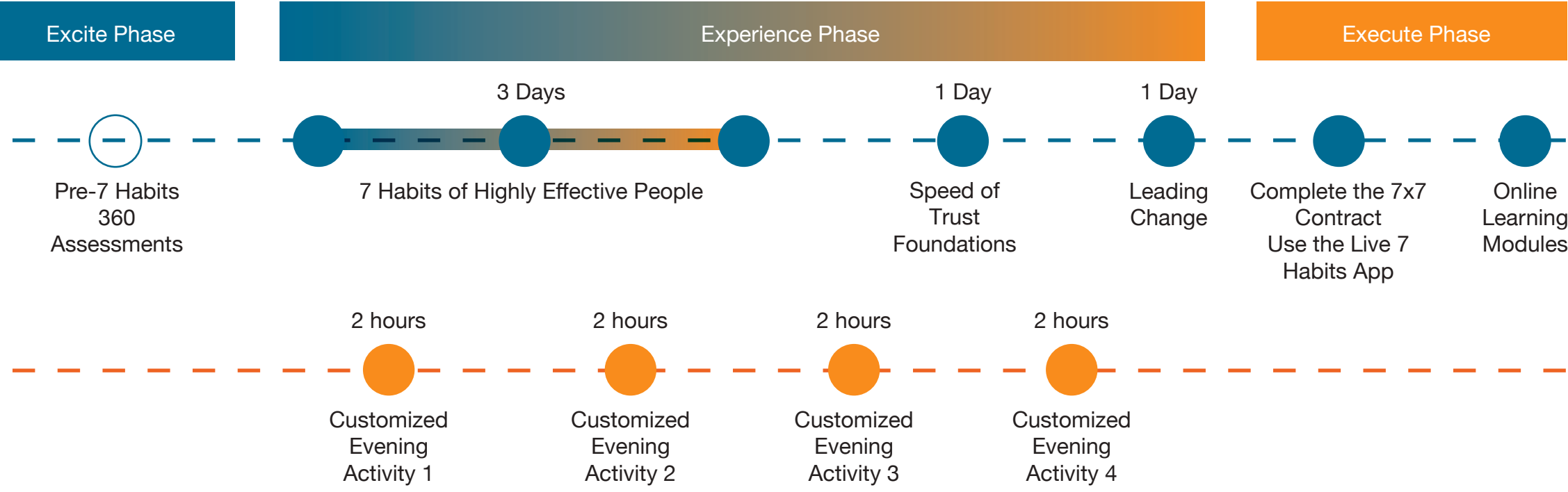
WHAT ARE THE OUTCOME EXPECTED

- **Leading Others:** Creating a shared understanding of the desired state;
- **Analytical Thinking:** Working with quantitative and qualitative data and turning that into information that can inform plans and decisions
- **Planning and organising:** Loves results and engages others to implement and complete work, balancing time, cost and quality. Providing clarity of accountability and authority and removing barriers to execution.
- **Relationship Building:** Building consensus and engagement to establish and maintain constructive relationships with others that deliver mutual benefit
- **Commercial Understanding:** Displaying judgement relevant to their level, of the commercial issues facing the business and the market
- **Change orientation:** Remains alert and ready for changing conditions or demands
- **Personal Resilience:** Demonstrating self-control, maintaining composure and dealing effectively with challenging situations.
- **Learning orientation:** Taking personal accountability for career development

Module 1

Per Module - (Five Days Work Session + 4 Evening Activities + Sustainability)

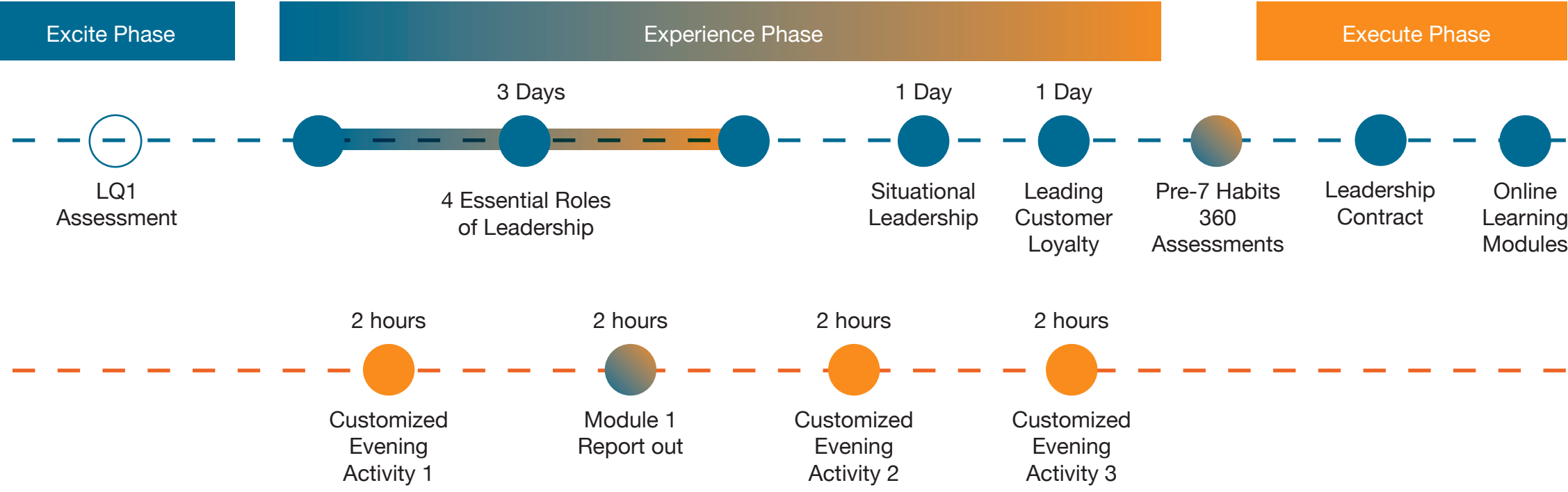
October 6 – 10 2019



Module 2

Per Module - (Five Days Work Session + 4 Evening Activities + Sustainability)

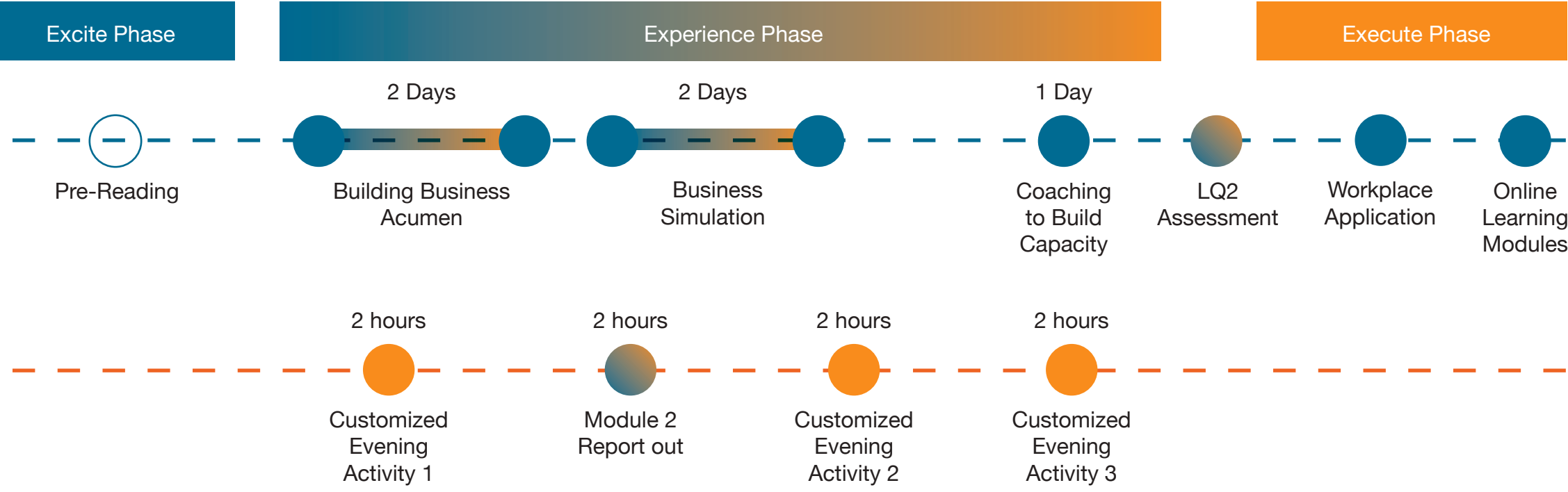
December 1 – 5 2019



Module 3

Per Module - (Five Days Work Session + 4 Evening Activities + Sustainability)

February 2 – 5 2019



Note: Rollout Schedule for modules 1, 2 & 3 are Flexible.



TRAINING REGISTRATION FORM

To register, please complete this form and send it to:
academy@takatuf.om

Participant information

Participant Name:

Profession/Job Title:

Organisation Name:

Organisation Address:

Contact Details:

Phone: Fax:

E-mail:

Highest Qualification:

English Proficiency: Good Average Poor

Invoice to (if different from above):

Contact Person:

Organisation Name:

OrganisationAddress:

Phone: Fax:

E-mail:

TERMS & CONDITIONS

Payment Terms

- Full payment of programme fees is due prior to programme start.
- Payment will be accepted only as a lump sum payment of programme fees.
- Payment must be made by cheque or bank transfer.

Cancelation

- A participant cancelling enrolment up to 4 weeks before the programme's start will be charged 80% of the quoted programme fee.
- A participant cancelling enrolment during the programme will be charged 100 % of the quoted programme fees.

Non-Attendance

- If a participant does not attend the programme and fails to notify Takatuf before programme start, 100% of the quoted programme fees will be charged.

FOR REGISTRATION
AND MORE INFORMATION, PLEASE CONTACT
+968 2214 3191
academy@takatuf.om