

Leading Yourself

Course Overview

Employees are partners who drive the organization success.

As an employee, you need to lead yourself by capturing the essential skills to perform your job effectively & efficiently to meet your organization expectations.

This course will develop your personal & business basic skills for a successful career path

Course Outline

Communication Principles

- Introduction to communication skills
- Elements of communication
- Communication styles

Be proactive

- Positive thinking
- How to influence others
- Creativity & innovation

Be an Effective Team Member

- Develop an understanding of team work
- Develop your interpersonal skills and abilities
- Share responsibility for team results

Time Management

- Definition of time management
- What are the time wasters?
- How to set goals and priorities?
- “To Do” list
- Find your prime time

Email Writing

- Fundamental of Business Writing
- Email Anatomy / General format
- Email Netiquette (dos and don'ts)

Learning Objectives

Upon completion of this course, participants will be able to:

- Maintain continuous relationships with internal & external customers.
- Perform the daily tasks easily & professionally.
- Be responsible members in their teams
- Organize the use of resources to meet expectations.
- Communicate better using e-mails
- Leading their career path.

Who Should Attend

All employees specially new comers

Course Duration: Two days from 9:00AM to 4:00PM

Registration Deadline: One week before the course date

Course Fees

- 1700 EGP (Registration is confirmed only upon payment)
- Fees include materials and attendance certificate
- Complimentary coffee breaks and light lunch

Course Venue

Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

For Registration

- Logon to www.topbusiness-hr.com/Course_Register to fill a registration form. Alternatively you can request a registration form by mail from: training@topbusiness-hr.com.
- Payment should be made one week prior to course.
- Payment by cheque in Top Business's name or cash to our address.

For More Information

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