

THE CENTER for CONTINUING EDUCATION (C.C.E.) at THE AMERICAN UNIVERSITY of KUWAIT

presents



Leadership & Supervisory Skills Certificate Program

Develop the practical “people management” skills needed to maximize your full potential as a leader, supervisor or manager by participating in this program’s well delivered combination of lively discussions, group work, case studies and role plays. Enhance your communication skills, learn how to build and lead effective teams, and increase your ability to motivate employees. Explore ways to deal more effectively with difficult people and challenging situations to ultimately achieve greater success.

The Leadership & Supervisory Skills Certificate Program is made up of seven courses :

Time Management - 12hours

Stress Management - 12hours

Communicating Effectively - 12hours

Building & Leading Teams - 12hours

Leading & Motivating Employees - 12hours

Resolving Workplace Conflict - 12hours

Achieving Successful Results - 12hours

To receive a certificate of Achievement /Successful Completion for the program, you must successfully complete five of the seven courses. For each course you attend; a certificate of attendance for that course will be given.

WORKSHOP DESCRIPTIONS

Time Management

Assess current time management skills and explore ways to maximize your potential through techniques such as prioritizing tasks and delegating effectively. Authentic case studies and time management exercises provide vital skills you can take straight to the workplace.

Stress Management

Learn about various types of stress and effects on health and performance. Understand your own reaction to stress and learn how to minimize its negative effects for optimum results both in work and in life.

Communicating Effectively

Enhance your verbal, non-verbal and written communications. Learn how to overcome communication barriers, and explore practical ways to “read” relating styles and use them to improve communication among team members and yourself.

Building & Leading High-Performance Teams

Explore ways to successfully evolve your group or department into a team. Learn how to build a high performance team through visioning, planning, recruiting, organizing, communicating and interacting.

Registration Open:

Sunday through Wednesday, 8:00AM - 8:00PM

Thursday, 8:00AM - 4:00PM

Leading & Motivating Employees

Learn about employee job satisfaction and motivation and leadership theories and practices. Discover how to effectively match your leadership style to various situations, and explore delegation and employee motivation through delegation and empowerment.

Resolving Workplace Conflict

Develop basic negotiating and conflict resolution skills, learn how to provide effective feedback, and explore ways to analyze, resolve and prevent workplace problems and conflicts.

Achieving Successful Results

Learn how to clarify duties, responsibilities, goals and expectations, implement feedback and appraisal processes, analyze and eliminate performance deficiencies, by integrating all these into an effective performance management system.

Candidates wishing to enroll must score a minimum level of 3 on the CCE English Language Placement Test, have an IELTS score of 5 or 500 on the paper based TOEFL exam to be eligible for registration.

Register for the entire certificate program or only for the skill areas YOU need!

Individual modules are available for KD 99!

5 modules for KD 399

Course fees include instruction, textbooks and educational materials only.

Corporate programs are available upon request.

(Placement testing fees are separate from course fees at an additional 5KD.)

To register or get more information about this program, E-mail: cce@auk.edu.kw or call 1802040, 2224-8399, 2224-8398

Ext: 123, 124, 278 or Fax: 2571-5821

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