

Middle Manager

Traditionally, middle managers make up the largest managerial layer in an organization. The Middle Manager is responsible to those above them and those below them. They head a variety of departments and projects. In order for a company to operate smoothly, it is essential that those in middle management be committed to the goals of the organization and understands how to effectively execute these goals. It is crucial for businesses to focus on these essential managers and provide them with the opportunities to succeed. No matter the organization's structure or size, it will benefit from employing well-trained middle managers. Having a middle manager understand their role in the organization is very important. They are in communication with a very large percentage of the company, and will have a large impact throughout the organization.

Course Outline

- Introduction to Management
- Ethics and Social Responsibility
- Managing Information
- Decision-Making
- Control
- Organizational Strategy
- Innovation and Change
- Organizational Structures and Process
- Managing Teams
- Motivation and Leadership

Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions and case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Define management.
- Understand ethics in the workplace.
- Manage information and make decisions.
- Be familiar with the control process.
- Use organizational strategies to facilitate change.
- Create structures and processes to manage teams.
- Manage as a leader.

Course Duration

The standard duration of this course is 12 contact hours.

Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

Who Should Attend

Middle to high level staff such as:

- Staff interested in applying for a middle management position
- Administrators
- Managers
- Team Leaders

For more information please feel free to contact:

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