



Project No.

18012

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EOTSS/Marketing/18012-HDU/2025

المكتب الهندسي لخدمات التكنولوجيا والبرمجيات

Engineering office for Technology and Software Services



Course Title: Leadership and Team Management

**Course Code: 18012-HuD****Total Duration: 30 hours****Format: 3 weeks – 3 sessions per week – 3.5 hours per session**

Main Branch: United building – E Shams –Front NBE
El Siouf _Alexandria

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المعهد الهندسي لخدمات التكنولوجيا والبرمجيات



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Introduction

This course is designed to empower participants with practical leadership skills and effective team management techniques. Participants will explore modern leadership styles, communication strategies, and conflict resolution to become more impactful leaders in their organizations.

Description

The course offers in-depth knowledge of leadership principles, team dynamics, emotional intelligence, and motivation strategies. Through interactive sessions, role-playing, and real-life case studies, learners will enhance their ability to lead diverse teams, make strategic decisions, and build a culture of trust and collaboration.

Leadership and Team Management – Course Outlines

Week 1: Leadership Fundamentals & Team Building

Session 1: Foundations of Leadership

- Definition of leadership vs management
- Leadership styles (transformational, transactional, situational, etc.)
- Key traits of successful leaders
- Leadership self-assessment exercise

Session 2: Vision, Values & Strategic Direction

- Building personal and team vision
- Aligning team values with organizational goals
- Strategic leadership mindset

Session 3: Building Effective Teams

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- Stages of team development (Tuckman Model)
- Team roles and responsibilities
- Delegation and empowerment techniques



Week 2: Communication, Motivation & Emotional Intelligence

Session 4: Communication in Leadership

- Verbal and non-verbal communication
- Barriers to effective communication
- Active listening and giving feedback

Session 5: Motivation & Influence

- Motivation theories (Maslow, Herzberg, McClelland)
- Creating a motivating team environment
- Power, influence, and persuasion strategies

Session 6: Emotional Intelligence (EQ)

- Components of EQ (Self-awareness, self-regulation, empathy, etc.)
- EQ assessment and development
- Applying EQ to resolve team issues



Week 3: Conflict Management, Decision Making & Final Project

Session 7: Conflict Resolution & Problem Solving

- Types of workplace conflict
- Conflict resolution models (Thomas-Kilmann, etc.)

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- Collaborative problem-solving strategies

Session 8: Decision Making & Strategic Thinking

- Rational and intuitive decision-making
- Group decision techniques
- Risk analysis and ethical leadership

Session 9: Final Project & Feedback

- Presentation of leadership case studies or team strategy plans
- Peer reviews and trainer feedback
- Summary of key leadership tools
- Post-training action plan

✓ Final Deliverables

- Leadership development action plan
- Team management toolkit
- Certificate of Completion

🎯 What You Will Learn

By the end of this course, participants will be able to:

- Understand leadership foundations and styles.
- Build and manage high-performing teams.
- Communicate effectively and empathetically.
- Resolve conflicts and make strategic decisions.
- Apply emotional intelligence in team environments.

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- Motivate individuals and teams toward shared goals.

Target Audience

- Engineers, managers, and supervisors.
- Project leaders and aspiring executives.
- Professionals seeking to build leadership competencies.
- Anyone aiming to enhance team performance and motivation.

Materials Provided

- Course slides and leadership toolkits
- Team building exercises and role-play scenarios
- Communication strategy templates
- Self-assessment and leadership style diagnostics
- Access to leadership case libraries

Instruction Methods

- Instructor-led training and discussions
- Interactive workshops and role-plays
- Leadership style assessments
- Problem-solving group exercises
- Feedback and reflection sessions

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Time Frame

- **Duration:** 3 Weeks
- **Total Hours:** 30 Hours
- **Schedule:** 3 sessions/week, 3–3.5 hours/session



Course Format

- **Mode:** Onsite or Online (Live)
- **Language:** English or Arabic (on request)
- **Level:** Intermediate to Advanced
- **Tools Used:** Zoom, Miro, Leadership Frameworks (GROW, Tuckman, etc.)

Learning Outcomes

Upon completion, participants will be able to:

- Lead with confidence and clarity.
- Manage team dynamics and conflicts constructively.
- Foster a collaborative, high-performance team culture.
- Make informed and ethical decisions under pressure.
- Demonstrate emotional intelligence in leadership roles.

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