

# General Management and Leadership

## DESCRIPTION:

With the ever-changing nature of work in organizations, it is necessary that supervisory level staff are equipped well with the knowledge of general management, to be applied in any organization or work environment. This training program will explore aspects of how to maximize people and resources, develop a broader understanding of integration across functions, and make accurate projections to enhance your organization's effectiveness and productivity.



## TRAINING CODE:

GMLHR12

## OBJECTIVES:

Upon completion of this program you will be able to:

- Understand and apply the concepts of general management in interpersonal and organizational settings
- Better understand the various forms of work design, performance management, group development, leadership and other organizational processes, crucial in any organization
- Become more skilled in organizational development and wary of the necessary actions needed to be taken, in order to facilitate better change and people management.

## DURATION:

12 Hours

## MODE OF DELIVERY

- Presentations
- Group discussions
- Role-playing
- Self-assessing exercises

## DESIGNED FOR:

This course is suitable for

Level 03 & 04

**OUTLINE:**

- Managing Internal Functions of Management
- Decision Making Process
- Management of performance and measuring results
- Human resource management strategies, systems and processes
- Leading a public service organization, concepts and practices of leadership
- Empowerment of groups, individuals and management staff

**CONTACT DEPARTMENT**

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