

Professionalism and excellence in the banking sector

*Dubai (UAE)*

*30 June - 4 July 2024*

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## Professionalism and excellence in the banking sector

Code: FA28 From: 30 June - 4 July 2024 City: Dubai (UAE) Fees: 3900 Pound

### Introduction

We welcome you to the Professionalism and Excellence in the Banking Sector: Leadership Skills and Individual Productivity course, where we notice that challenges are increasing and priorities are crowding every day, and we see that the continuous change in the banking environment requires high performance. Hence, this course provides you with the latest information, and provides you with the most important skills to increase your productivity and develop your performance, through practical and applied strategies. This course is designed for you, if you are ambitious, want to increase your achievements, and advance towards leadership in a shorter time. This course is one of a series of courses designed for the banking sector in 2023:

- 1. Strategic Leadership with Impact: Building the Vision for the Bank of the Future
- 2. Turning strategies into overall achievement and impact
- 3. Distinguished Bank Manager: The comprehensive training program to activate the maximum level of performance
- 4. Brilliant Bankers: Communication skills, decision-making, and leadership towards success
- 5. Professionalism, excellence and leadership skills in banks

### Course Objectives

Understand the principle of productivity and its impact on professional success

- ▣ Identifying and overcoming productivity barriers
- ▣ Learn modern time management strategies to increase efficiency, set real goals and achieve them with high performance
- ▣ Develop positive habits that gain focus, discipline, and work-life balance
- ▣ Acquiring new skills in decision-making and setting priorities effectively
- ▣ Using software that limits the use of social communication and loss of concentration.
- ▣ Developing leadership skills and striving for excellence.

### Course Outlines

#### Day 1

##### Measuring individual productivity

- Defining productivity and defining time management
- Reasons for wasting time at work and at home, and reasons for procrastination, and how to deal with them
- How do you measure your effectiveness? How do you focus your time on your goals?
- The ten points to increase productivity

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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- Exploitation of time: Exercise how to know where your time has gone, and plan to spend the time in the best way
- Provinces: Managing and organizing provinces
- Video clips, exercise causes of loss of focus and hindrances to productivity

## Day 2

### Active Identity and Life Plan

- The Role of Identity: How to create a new identity for yourself that leads to increased productivity
- How to build effective habits in light of the new identity
- Seven Habits of Highly Effective People
- How to develop our habits to the level of maximum effectiveness
- How to write your life plan, what are the stages, and how to set goals, with an example of a life plan
- How to plan projects for a balanced life, and what are the areas
- Practical exercises

## Day 3

### Workplace, Relationships, and Children.

- Organizing time and creating balance
- The main causes of lost productivity
- Raising children on productivity
- Increase productivity in your relationships, and the impact of diet on productivity
- Increase your productivity in the workplace
- Increased time efficiency
- Developing writing skills, and developing fast reading abilities for books

## Day 4

### Eliminate clutter and apply effective organization

- Organizational skills and effective methods of organization
- Chaos in the workplace
- How to organize files, organize the workplace, answer mail and messages
- Using electronic applications to avoid wasting time on social networking sites
- The nine points that distinguish successful people
- Choosing the place and time to advance towards the goal, and determining the remaining distance towards it
- Be optimistic and realistic, and focus on improving rather than on being good
- Be determined and patient, own yourself and manage it
- Do not combine two goals, two problems, or two challenges at the same time
- Focus on what you will do, not what you will not do

## Day 5

### the seventeen skills of excellence in leadership

- The Seventeen Skills of Excellence in Leadership: An Introduction

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) in gold and silver. The board is set against a background of concentric white circles on a grey gradient.

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- Career progression towards management and leadership
- Establish trust and build personal credibility
- Emotional intelligence: the importance of self-awareness, and how to control oneself in difficult situations
- How to understand the company's strategy and understand your role in it
- Self-leadership: how to gain influence in the company and communicate with people effectively
- Self-development to achieve career goals
- Management: Delegation skills and constructive feedback
- Leadership: Team leadership and conflict management
- Unleashing creativity, and using tools to create ideas
- Recruit, retain and motivate the best people
- What is the strategic plan, how do we formulate it, and how do we write a plan for a new project

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