

## Certified Manager (CM) Training Course

*Amman (Jordan)*

*5 - 9 January 2025*

UK Training

# PARTNER



## Certified Manager (CM) Training Course

Code: LM28 From: 5 - 9 January 2025 City: Amman (Jordan) Fees: 3300 Pound

### Introduction

This 5-day Certified Manager CM Training Program is meticulously designed to equip participants with the fundamental skills and knowledge required for effective management. The course emphasizes leadership, strategic planning, communication, and financial management to help participants excel as capable, ethical, and efficient managers.

### Course Objectives

By the end of the training, participants will be able to:

- Develop essential management skills in planning, organizing, leading, and controlling.
- Strengthen leadership and decision-making abilities to foster team success.
- Enhance communication skills and uphold ethical management standards.
- Master techniques for financial and performance management.
- Effectively manage projects, resources, and organizational changes.

### Course Outlines

#### Day 1: Core Management Competencies

- Overview of key management principles.
- Practical skills in planning, organizing, leading, and controlling.
- Strategies for effective team management.
- Techniques to boost productivity and operational efficiency.
- Establishing performance standards and conducting evaluations.

#### Day 2: Leadership and Decision-Making

- Building leadership skills to inspire and guide teams.
- Strategic planning and implementation frameworks.
- Critical thinking and problem-solving techniques for sound decisions.
- Ethical standards and professional behavior in management.
- Conflict resolution and fostering team cohesion.

#### Day 3: Communication and Change Management

- Enhancing verbal and written communication effectiveness.
- Leading organizational change with adaptability and resilience.
- Using communication to resolve conflicts effectively.

A graphic of a chessboard with several chess pieces. A gold king piece is prominent in the foreground, with a silver pawn and a gold pawn nearby. The board is set against a background of concentric circles.

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- Ensuring smooth and efficient organizational transitions.
- Cultivating collaborative and high-performing teams.

#### Day 4: Financial and Project Management

- Fundamentals of budgeting and financial principles.
- Conducting financial analysis for informed decision-making.
- Core concepts of project planning and execution.
- Efficiently monitoring and closing projects.
- Creating and managing robust financial plans.

#### Day 5: Human Resources and Performance Metrics

- Strategies for recruiting, training, and retaining top talent.
- Implementing and managing performance improvement plans.
- Analyzing and leveraging performance metrics.
- Aligning team output with organizational objectives.
- Final session: Reviewing core competencies and discussing best practices.

A graphic of a chessboard with several chess pieces (a king, a queen, and a pawn) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the right side of the board.

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**BLACKBIRD**  
FOR TRAINING

 International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom

 +44 7401 1773 35  
+44 7480 775526

 [Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)

 [www.blackbird-training.com](http://www.blackbird-training.com)

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