

### The Specialized Program

## Lead (Professional level)

A leadership program that aims to empower supervisors to be able to lead organizational teams and projects professionally

 5th of October 2023  8 am - 2 pm  Institute of Public Administration  598 including tax  11 days 65 hours

The leadership program is one of the specialized programs in the field of professional leadership, which aims to enable leaders in supervisory positions in the organization to lead and manage teams and projects according to specialized and advanced methods and strategies in the field of leadership and management challenges.

**The (Lead) program includes a set of main capabilities, which will be graded according to the career level, where the capabilities are as follows:**

**Self Leading:** The employee's ability to lead himself, through his mastery of a set of skills and behaviors, which will reflect positively on institutional work.

**Team Empowerment:** The employee's ability to work as a team through effective communication, and investing talents and capabilities that will enable him to achieve quality results.

**High Performance:** The ability of the employee to deliver a high level of performance on a personal and organizational level.

**Service Excellency:** The employee's ability to provide distinguished and exceptional services to customers and partners, in order to reflect the image and corporate identity.

**Creativity & Innovation:** The employee's ability to present innovative initiatives and projects that contribute to achieving leadership on a personal and institutional level.

### General Framework of the program

Leading  
Creativity and  
Innovation

Leading  
Service  
Excellency

Leading High  
Performance

Leading Team

Self Leading



## At the end of this program the participant will be able to:

- Apply a range of skills in supervisory leadership.
- Use a range of skills in leading team projects.
- Follow up the achievement of operational objectives and strategic objectives.
- Apply design thinking tools to understand customer needs.
- Apply the methodology of design thinking to find solutions to a management challenge.



## Target Audience:

- Supervisors in both public and private sectors.
- Individuals.

## Program Units:

Unit 1:  
Self leading  
&  
Stewardship  
**3 days**

Unit 2:  
Leading Team  
**1 day**

Unit 3:  
Strategic  
Planning  
**2 Days**

At the end of this module the participant will be able to:

- Learn the fundamentals of supervisory leadership.
- Find solutions to challenges in leadership.
- Apply a range of methods and skills in leading teams.
- Recognize the importance of supervisory leadership in achieving organizational excellence.
- Apply the appropriate leadership style with the nature of the event.
- Identify the relationship between continuous learning and leadership.

At the end of this module the participant will be able to:

- Learn the basics of working on projects.
- Adapt the team's capabilities to achieve goals and aspirations.
- Understand the main stages in the implementation of projects.
- Build an operational plan for a project.
- Apply a range of methods in communicating with the team.
- **Method of implementation: games and training activities**

At the end of this module the participant will be able to:

- Learn the basics of strategic planning.
- Apply the correct gradient emanating from the strategic vision and trends.
- Use one of the tools in setting the strategic objectives of the organization.
- Identify priority performance measurement indicators commensurate with the objective.

Unit 4:  
Customer Service Excellency  
**1 days**

At the end of this module the participant will be able to:

- Learn the basics of excellence in customer service.
- Understand the stages of the customer journey.
- Apply a design thinking tool to understand the client's needs.

Unit 5:  
Design Thinking  
**2 days**

At the end of this module the participant will be able to:

- Learn the basics of design thinking.
- Apply the stages of creative thinking.
- Analyze challenges using a tool.
- Provide a model for an innovative initiative.

Enrichment Activities:  
Movie day  
**1 Day**

This event is one of the enrichment events in the program, in which the participant must watch a film in a cinematic environment and adapt the knowledge to suit one of the program's units.



**Passing the program:** The participant must prepare a personal development plan approved by his organization.



**Certification:**

Passing certificate from the Institute of Public Administration.



**Registration:**

**For Government establishments:**

The Institute for Public Administration will receive the nominations for the candidates from the training officers in the Government agencies via the specific registration system (TMS) available on the website ([www.bipa.gov.bh](http://www.bipa.gov.bh))

**For private establishments and Individuals:**

The Institute for Public Administration will receive the nominations via registration forms provided on the Institute's website ([www.bipa.gov.bh](http://www.bipa.gov.bh))