Garnet
Garnet Global Training Center

GGT-LM-114

Leadership & Management

First-Time Managers Program

برنامج المديرين الجدد

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Intermediate (management)**

Overview

First-Time Managers Program helps participants move from doing the work to managing it, with planning tools, control methods and reporting that management trusts. Programs for managers who need to set direction, decide well and bring people with them. Choose 5 or 10 days, classroom or live online, English or Arabic; organisations can also run it in-house and adapt the examples to their own work.

What you will be able to do

- Set up and run First-Time Managers Program as a managed process with clear roles.
- Manage contractors, suppliers and internal customers.
- Plan resources, budgets and schedules realistically.
- Define KPIs and build simple dashboards for management.
- Control risk, quality and compliance in this area.

Who should attend

Executives, senior managers, team leaders and high-potential employees. It suits supervisors, section heads and specialists who manage, or are about to manage, this area.

Key topics

- Strategic thinking and direction setting
- Leading teams and performance
- Communication and influence
- Decision quality under uncertainty
- Managing change and resistance
- Personal leadership action plan

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

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Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 First-Time Managers Program: the management framework

- Personal leadership action plan
- Regional and international case studies

Day 2 Planning, resources and budgets

- Strategic thinking and direction setting
- Leading teams and performance

Day 3 Performance measurement and control

- Communication and influence
- Checklists and templates to take away

Day 4 Risk, compliance and improvement

- Decision quality under uncertainty
- Group discussion and peer review

Day 5 Management case study and action plan

- Managing change and resistance
- Measurement and reporting

10-day outline

Day 1 First-Time Managers Program: the management framework

- Personal leadership action plan
- Regional and international case studies

Day 2 Planning, resources and budgets

- Strategic thinking and direction setting
- Leading teams and performance

Day 3 Performance measurement and control

- Communication and influence
- Checklists and templates to take away

Day 4 Risk, compliance and improvement

- Decision quality under uncertainty
- Group discussion and peer review

Day 5 Management case study and action plan

- Managing change and resistance
- Measurement and reporting

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Hands-on workshop on a workplace challenge

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Common mistakes and how to avoid them

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
2–6 May 2027	5-day classroom	Manama	English	4,750
21–25 Jun 2027	5-day online	Live online	Arabic	2,950
1–5 Aug 2027	5-day classroom	Riyadh	English	4,750
7–18 Nov 2027	10-day classroom	Cairo	English	8,950
13–24 Mar 2028	10-day classroom	Dubai	English	8,950
5–16 Jun 2028	10-day online	Live online	Arabic	5,450
20–24 Aug 2028	5-day classroom	Doha	Arabic	4,750
10–14 Dec 2028	5-day classroom	Riyadh	Arabic	4,750
16–20 Apr 2029	5-day classroom	Paris	English	4,750

Dates	Format	City	Language	Fee (USD)
6–10 Aug 2029	5-day classroom	Dubai	Arabic	4,750
3–7 Sep 2029	5-day online	Live online	Arabic	2,950
5–16 Nov 2029	10-day classroom	Kuala Lumpur	English	8,950
4–15 Feb 2030	10-day online	Live online	English	5,450
17–21 Jun 2030	5-day classroom	Kuala Lumpur	English	4,750
5–16 Aug 2030	10-day classroom	Istanbul	English	8,950
3–7 Nov 2030	5-day classroom	Kuwait City	Arabic	4,750

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/