

# MANAGEMENT SKILLS

(Course Information)

## Introduction

This is a 4-week course for institution managers and educational team leaders. The course is designed to equip managers with the essential managerial skills, tools, and concepts needed to carry out the day-to-day management of the institution efficiently and effectively. Theory into practice is the theme of the course, case studies, simulations, and group techniques reinforce application.

## Course goals

At the end of the course, participants will be able to:

- Apply their personal styles of leadership and management.
- Analyze the functions and roles required of a manager.
- Develop individual plans to improve leadership and management effectiveness.
- Examine the environment in which an organization operates.
- Conduct SWOT analysis
- Develop and provide effective leadership to the organization.
- Manage people.
- Solve problems
- Make quality decisions.

## Who will benefit

The course is appropriate for pre & in-service managers, deputy managers, directors, team leaders, department heads, supervisors and coordinators of training programmes and educational institutions from the public & private sectors including NGOs, INGOs.

## Areas covered

The following areas are specifically addressed in the course.

- General system model
- Management functional
- Power, authority, and leadership
- Leadership and management styles
- Situational leadership in practice
- Time management, goal setting, prioritization
- Organizational excellence, characteristics of leaders & managers
- Delegation, motivation, career stages, and communications
- Public relations, meetings & group dynamics
- Front-End-Analysis, decision making, and brainstorming
- Performance coaching, consensus, conflict, and negotiation.

## Costs

### Course fee: per participant

NRs. 16,500.00 for Nepali nationals.

U.S.\$ 400.00 equivalent in NRs. for foreign nationals working in Nepal.

U.S.\$ 600.00 for nationals of SAARC countries.

U.S.\$ 800.00 for nationals beyond SAARC countries.

## Accommodation in TITI guest house:

### Per night/participant

NRs. 200.00 for Nepali nationals.

NRs. 200.00 for INGOs & foreign nationals working in Nepal.

U.S. \$ 10.00 for international customers.

## Food in TITI canteen/participant/day

NRs 300.00 – 350.00 (according to menu) for breakfast, lunch & dinner (Nepali Food).

U.S. \$ 10.00 - 12.00 (according to menu) for continental food & breakfast.

## General information

The course language will be mainly in English and whenever necessary, Nepali explanation will be given. Instructional materials are primarily in English. During this course participant's performance is evaluated continuously. TITI awards certificate upon successful completion of the course as per TITI's evaluation criteria. All TITI courses are approved by the Council for Technical Education & Vocational Training (CTEVT).

## About TITI

Training Institute for Technical Instruction was established as a Nepali national institute in 1991, with the support of Swiss Government through Swisscontact, the Swiss Foundation for Technical Cooperation.

The Council for Technical Education and Vocational Training has mandated TITI for its programs & services.

The goal of TITI is to meet the nationwide training needs of technical and managerial people of the sector.

*TITI's mission is to "Human capacity development is our mission. TITI contributes distinctly to the quality of programs and services of Technical and Vocational Education and Training by means of training, education and research".*

TITI has trained over 19,000 instructional, managerial and curriculum developers from various countries such as Afghanistan, Albania, Bangladesh, Bhutan, Burkina Faso, India, Indonesia, Kosovo, Mali, Moldova, Nepal, Pakistan, Sri-Lanka, Switzerland, Uganda, Vietnam and Zimbabwe. TITI has conducted training programs, provided TEVT consultancies and other services to Technical Cooperation-Federal Republic of Germany (GTZ), Department for International Development (DFID), Netherlands Development Organization (SNV), ILO/UNDP, SDC, UNICEF, ADRA, SOS, NCED, UNFPA, ADB and other national and international organizations in Nepal and abroad.

### For further inquiries, please contact:

Training Institute for Technical Instruction (TITI)

Sano Thimi, Bhaktapur

P.O. Box 5694 (Kathmandu)

Nepal.

Phone: ++977-1-6630187

Fax: ++977-1-6630289

E-mail: [marketing@titi.org.np](mailto:marketing@titi.org.np)

Website: <http://www.titi.org.np>