

**Workshop on General Management  
Schedule for (Day 1)  
08:30am -03:30 pm**

<b>No</b>	<b>Topic</b>	<b>Duration</b>	<b>Time</b>
1	Opening and Introduction	15 minutes	8:30 – 8:45
2	Pre-test	15 minutes	8:45 – 9:00
3	Some common terminologies	45 minutes	9:00 – 9:45
4	Basics of management	1 hour	9:45 – 10:45
5	Tea Break	15 minutes	10:45 – 11:00
6	Basic Management (Group Work)	1.5 hours	11:00 – 12:30
7	Lunch	1 hour	12:30-01:30
8	Introduction to Planning	1 hour	01:30-02:30
9	Organizing	1 hour	02:30-03:15
10	Closing and revision	10	03:15-03:30

**Workshop on General management  
Schedule for (Day 2)  
08:30am -03:30 pm**

<b>No</b>	<b>Topic</b>	<b>Duration</b>	<b>Time</b>
1	Recap of Day 1	15 minutes	8:30 – 8:45
2	Organizing/Implementation	45 minutes	8:45 – 09:30
	Organizing practice	1 hour	
	Tea Break	15 minutes	10:15- 10:30
3	Team Building	45 minutes	9:30 – 10:15
5	Decision Making	45 minutes	10:30- 11:30
6	The Human Factor in management	1 hour	11:30- 12:30
7	Lunch Break	1 hour	12:30– 01:30
	The Art of delegation	45 minutes	01:30- 02:15
	Closing	10 min	03:15-03:30

**Workshop on General Management  
Schedule for (Day 3)  
08:30am -03:30 pm**

<b>No</b>	<b>Topic</b>	<b>Duration</b>	<b>Time</b>
1	Recap of Day 2	15 minutes	8:30 – 8:45
2	Controlling Overview	15 minutes	8:45 – 9:00
3	Methods & Tools for controlling	30 minutes	9:00 – 9:30
4	Supervision	45 minutes	9:30 – 10:15
	Tea Break	15 minutes	10:15 – 10:30
5	Monitoring and Evaluation	45 minutes	10:30 – 11:15
7	Developing Controlling Systems	45 minutes	11:15- 12:00
	Group Presentations	30 minutes	12:00- 12:30
	Lunch break	1 hour	12:30- 01:30
8	Becoming a Great Manager	1 hour	01:30- 02:30
9	Review of the Training	1.5 hours	02:30- 03:00
	Post Test	20 minutes	03:00- 03:20
10	Closing	10 minutes	03:20-03:30