

# Management Foundation

Building core management capability that performs in real organisational conditions



# MANAGEMENT FOUNDATIONS

**Every organisation** has managers. Not every organisation has **management capability**.

Many professionals are promoted into management roles based on **performance not preparation**. The result is capable individuals asked to lead teams without the frameworks required to succeed.

Management training must do more than explain theory. It must equip managers to operate effectively in real organisational conditions.

## MANAGEMENT IS A CRITICAL CAPABILITY

Organisations rely on managers to translate strategy into delivery, culture into behaviour, and goals into outcomes.

### Managers are expected to

- Lead people, not just tasks
- Balance performance with wellbeing
- Make decisions under pressure
- Communicate clearly across levels
- Deliver outcomes through others

### As a result

- Role expectations are unclear
- Managers default to instinct, not skill
- Inconsistency appears across teams
- Performance and engagement suffer

## GENERIC CORPORATE TRAINING PROGRAMMES

Most management programmes focus on concepts, not conditions.

### They prioritise

- Theory over practical application
- Inspiration without execution
- Knowledge transfer over behaviour change

As a result, managers leave with insight but limited ability to apply it in their role. **Management Foundations** is designed differently.

## Management capability that is not **built** cannot be sustained

This programme is designed to address that gap

Accredited and **quality assured**



Internationally accredited by  
IBDL Learning Group



Accredited by the Technical and  
Vocational Training Corporation



Professional development validation

# What this programme Prepares you to do

**Management Foundations** prepares professionals to step confidently into management roles with the practical capability required to lead people, manage performance, and deliver outcomes in real organisational environments.

This programme ensures learning translates into **observable management behaviour**, not just theoretical understanding.

## PARTICIPANTS DEVELOP THE CAPABILITY TO

-  Understand and perform the core responsibilities of a manager
-  Lead and support teams with clarity and confidence
-  Make sound decisions using structured problem-solving
-  Communicate expectations clearly and consistently
-  Delegate work effectively and manage performance

## PROGRAMME FOCUS

The programme focuses on the core skills and standards required to perform effectively in a management role.

Learning is relevant to real workplace conditions and aligned with organisational expectations

The design prioritises practical application and measurable improvement in management capability.

## Programme structure and **delivery options**

### Programme Duration

40 learning hours  
(minimum 5 units)

### Delivery Format

Instructor-led  
(classroom or live online)

### Flexible Delivery

Adaptable for organisational requirements and team-based rollouts

### Organisation Bundles

Organisational packages and volume discounts available

### Instructor-led delivery

Training units delivered by subject-matter experts aligned to workplace and compliance expectations

# Curriculum Outline

The Role of the Manager unit focuses on supporting individuals as they **transition into management roles**.

## UNIT 1: THE ROLE OF THE MANAGER

This unit develops the core understanding required to perform effectively as a manager, ensuring clarity around responsibility, decision-making, and leadership in practice.

### Participants explore

- The transition from individual contributor to manager
- Understanding responsibilities and expectations
- Authority, accountability, and decision-making in practice
- Managing people, not just tasks
- Balancing operational delivery with team support
- Setting standards and expectations within teams
- Acting as the link between organisational objectives and team performance

### Capability outcome

Participants strengthen their understanding of the manager's role and build the confidence required to lead teams, manage performance, and operate with accountability in real workplace environments.

## COURSE DURATION & TIMELINE

### Unit 1 at a glance

**Total duration:** 8 hours  
**Format:** Instructor-led  
**Structure:** Face to face | online

#### 1 Programme start

**Session start time:** To be confirmed

##### Pre-knowledge check

**5 minutes:** Baseline assessment to establish current understanding and focus learning.

#### 2 Core learning sessions

 **Session 1** | 120 minutes  
The Role of the new manager

 Break

 **Session 2** | 120 minutes  
From individual contributor to people manager

 Break

 **Session 3** | 120 minutes  
Facilitation and Team Management

 Break

 **Session 4** | 120 minutes  
Leading teams and setting expectations in practice

#### 3 Programme close

 **Post-knowledge check** | 5 minutes  
Measures learning progress and confirms capability development.

 Training evaluation (participant survey)  
Captures feedback and immediate learning impact.

**Session end time:** To be confirmed

# Curriculum Outline

This unit develops leadership understanding and practical leadership skills required for managers to perform **their role effectively within modern organisations**.

## UNIT 2: BUSINESS LEADERSHIP SKILLS

This unit supports managers in moving beyond task coordination to purposeful, people-centred leadership.

### Participants explore

- The concept and importance of leadership in organisations
- The distinction between leadership and management
- Core leadership qualities and behaviours
- Administrative leadership and people leadership responsibilities
- Traditional leadership styles and their application
- Contemporary leadership approaches in modern organisations
- Behavioural, trait, and situational leadership models
- Applying appropriate leadership styles at different organisational levels
- Understanding transformational leadership and its dimensions

### Capability outcome

Participants strengthen their leadership capability, enabling them to lead teams effectively, adapt leadership approaches to different situations, and support engagement, performance, and organisational objectives.

## COURSE DURATION & TIMELINE

### Unit 2 at a glance

**Total duration:** 8 hours

**Format:** Instructor-led

**Structure:** Face to face / online

### 1 Programme start

**Session start time:** To be confirmed

#### Pre-knowledge check

**5 minutes:** Baseline assessment to establish current understanding and focus learning.

### 2 Core learning sessions

 **Session 1** | 120 minutes  
Understanding leadership and leadership vs management

 Break

 **Session 2** | 120 minutes  
Leadership qualities, traits, and behaviours

 Break

 **Session 3** | 120 minutes  
Leadership styles and situational leadership

 Break

 **Session 4** | 120 minutes  
Transformational leadership and leading teams effectively

### 3 Programme close

 **Post-knowledge check** | 5 minutes  
Measures learning progress and capability uplift.

 **Training evaluation (participant survey)**  
Captures feedback and immediate learning impact.

**Session end time:** To be confirmed

# Curriculum Outline

This unit focuses on strengthening how managers facilitate groupwork, guide collaboration, and ensure **effective follow-up** **enabling teams to move from discussion to action** while maintaining accountability and delivery standards.

## UNIT 3: FACILITATION AND FOLLOW-UP ON GROUPWORK

This unit supports managers in creating productive group environments and ensuring outcomes are translated into clear actions and results.

### Participants explore

- The role of facilitation in effective groupwork
- Preparing for and structuring group sessions
- Facilitating inclusive and productive discussions
- Managing group dynamics and participation
- Encouraging collaboration while maintaining focus
- Capturing outcomes, decisions, and agreed actions
- Following up on groupwork to ensure accountability and delivery

### Capability outcome

Participants strengthen their ability to facilitate groupwork effectively and apply structured follow-up, ensuring collaboration leads to clear decisions, accountable actions, and measurable outcomes.

## COURSE DURATION & TIMELINE

### Unit 3 at a glance

**Total duration:** 8 hours

**Format:** Instructor-led

**Structure:** Face to face | online

### 1 Programme start

**Session start time:** To be confirmed

#### Pre-knowledge check

**5 minutes:** Baseline assessment to establish current understanding and focus learning.

### 2 Core learning sessions

 **Session 1** | 120 minutes  
Understanding facilitation and the manager's role in groupwork.

 Break

 **Session 2** | 120 minutes  
Facilitating effective discussions and managing group dynamics

 Break

 **Session 3** | 120 minutes  
Capturing outcomes, decisions, and actions from groupwork

 Break

 **Session 4** | 120 minutes  
Applying follow-up techniques to support accountability and delivery

### 3 Programme close

 **Post-knowledge check** | 5 minutes  
Measures learning progress and capability uplift.

 **Training evaluation (participant survey)**  
Captures feedback and immediate learning impact.

**Session end time:** To be confirmed

# Curriculum Outline

The Presentation and Delivery Skills unit focuses on strengthening how managers communicate ideas, decisions, and information **clearly and confidently in professional workplace settings.**

The unit is designed to build structured communication capability.

## UNIT 4: PRESENTATION AND DELIVERY SKILLS

This unit ensures managers can present with credibility, engage audiences effectively, and represent their organisation professionally in meetings, briefings, and presentations.

### Participants explore

- Understanding the purpose and role of presentations in the workplace
- Structuring presentations clearly and logically
- Preparing content for different audiences and contexts
- Developing confident and professional delivery techniques
- Using voice, body language, and visual aids effectively
- Managing nerves and building presentation confidence
- Responding to questions and engaging audiences constructively

### Outcome

Participants strengthen their ability to present information clearly and confidently, communicate messages with impact, and represent themselves and their organisation professionally in meetings, briefings, and presentations.

## COURSE DURATION & TIMELINE

### Unit 4 at a glance

**Total duration:** 8 hours

**Format:** Instructor-led

**Structure:** Face to face / online

### 1 Programme start

**Session start time:** To be confirmed

#### Pre-knowledge check

**5 minutes:** Baseline assessment to establish current understanding and focus learning.

### 2 Core learning sessions

 **Session 1** | 120 minutes  
Understanding presentation structure and effective delivery

 **Break**

 **Session 2** | 120 minutes  
Delivering presentations confidently

 **Break**

 **Session 3** | 120 minutes  
Responding to questions

 **Break**

 **Session 4** | 120 minutes  
Engaging audiences constructively

### 3 Programme close

 **Post-knowledge check** | 5 minutes  
Measures learning progress and confirms capability uplift.

 **Training evaluation (participant survey)**  
Captures feedback and immediate learning impact.

**Session end time:** To be confirmed

# Curriculum Outline

This unit focuses on **strengthening emotional awareness and interpersonal effectiveness**, enabling managers to understand their own emotions, manage reactions, and respond appropriately to others.

## UNIT 5: EMOTIONAL INTELLIGENCE

This unit develops emotional intelligence as a core management capability, supporting managers to lead with awareness, emotional control, and interpersonal sensitivity.

### Participants explore

- Understanding emotional intelligence and its relevance to management
- Developing self-awareness and recognising emotional triggers
- Managing emotions and reactions in high-pressure situations
- Understanding others' emotions and perspectives
- Building empathy and interpersonal awareness
- Responding constructively to feedback and conflict
- Applying emotional intelligence in leadership and decision-making

### Capability outcome

Participants strengthen their emotional intelligence, enabling them to manage themselves and others more effectively, build trust, and support positive workplace relationships and performance.

## COURSE DURATION & TIMELINE

### Unit 5 at a glance

**Total duration:** 8 hours

**Format:** Instructor-led

**Structure:** Face to face / online

### 1 Programme start

**Session start time:** To be confirmed

#### Pre-knowledge check

**5 minutes:** Baseline assessment to establish current understanding and focus learning.

### 2 Core learning sessions

 **Session 1** | 120 minutes  
Understanding emotional intelligence in a management context

 Break

 **Session 2** | 120 minutes  
Self-awareness and emotional regulation

 Break

 **Session 3** | 120 minutes  
Managing interpersonal dynamics

 Break

 **Session 4** | 120 minutes  
Applying emotional intelligence in leadership situations

### 3 Programme close

 **Post-knowledge check** | 5 minutes  
Measures learning progress and capability uplift.

 **Training evaluation (participant survey)**  
Captures feedback and immediate learning impact.

**Session end time:** To be confirmed

# HOW LEARNING IS APPLIED

The focus is on application, ensuring managers can apply learning immediately in **real workplace situations**.

## PARTICIPANTS EXPLORE

- ✓ Apply management tools to real workplace scenarios
- ✓ Reflect on current management behaviours and practices
- ✓ Identify practical actions they can take immediately
- ✓ Translate learning into day-to-day management activities
- ✓ Apply skills in line with organisational standards and expectations

## THIS PROGRAMME IS DESIGNED FOR

-  New and emerging managers
-  Professionals transitioning into people management roles
-  Team leaders and supervisors responsible for performance and delivery
-  Managers required to operate within defined organisational standards

## COURSE PREREQUISITES

No prior specialist training is required.

The programme is suitable for participants who need to build core management capability and demonstrate effective people leadership aligned with organisational expectations.

## PROGRAMME DELIVERY

- Instructor-led delivery by subject-matter experts
- Classroom or live online formats
- Adaptable for organisational and team-based rollouts
- Designed to change how people operate, not just what they know.

## WHAT THIS TYPE OF TRAINING DELIVERS

### Immediate Application

Apply learning directly to real management situations

### Workplace Behaviour

Operate in line with organisational standards and responsibilities

### Clarity and Accountability

Understand management responsibilities and acceptable practice

### Stronger Decision-Making

Make better decisions through improved judgement

## The result:

More capable individuals. Stronger team performance.  
And learning that delivers measurable impact where it matters.

## COCREATE TO ACTIVATE™

CoCreate to Activate™ is Maximus Academy's four-step method for building skills that last—not just in the classroom, but inside real organisations operating in fast-moving, high-demand sectors across the region.

### Turning capability into national outcomes.



#### ASSESS

Understand the real operating world



#### DESIGN

Build training that fits the sector



#### DELIVER

Teach through Saudi SMEs and practitioners



#### SUSTAIN

Embed the change inside organisations

#### What this Ensures

- Skills that match global industry demands, not generic international templates.
- Immediate operational impact, because training is built around real sector challenges.
- Lasting organisational capability through the adoption of performance-driven tools and behaviours.

It is the difference between training individuals and equipping an entire workforce with the capabilities to perform, adapt, and deliver at scale.



Register for the course through the QR code

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