

# Unleash Your Business's Full Potential

## Management Training Program



# Table of Contents

Management Training Program .....	1
Leadership & People Management .....	3
Communication & Teamwork .....	5
Decision-Making & Problem-Solving .....	7
Performance Management .....	9
Change Management & Adaptability .....	11
Time & Project Management .....	13
Business & Financial Management .....	15
Customer Service & Client Relations .....	17
Ethics, Compliance & Corporate Culture .....	19
Individual Training .....	21
Group Training .....	22



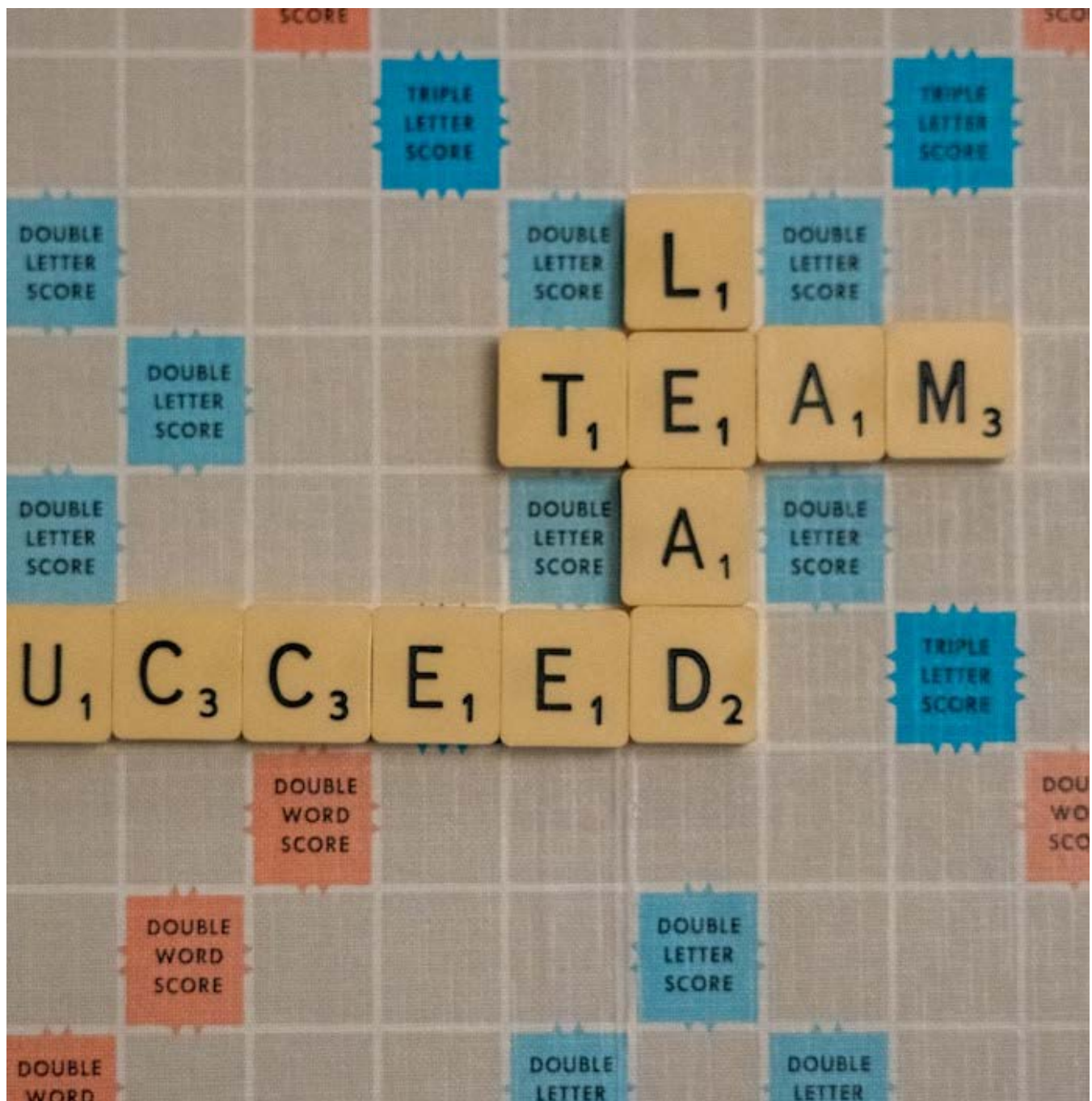


# Leadership & People Management



## Discussion:

- Leadership Styles & Development
- Emotional Intelligence in Leadership
- Coaching & Mentoring Employees
- Conflict Resolution & Difficult Conversations



# Communication & Teamwork





- Effective Business Communication
- Active Listening & Feedback Techniques
- Building & Leading High-Performing Teams
- Cross-Department Collaboration



# Decision-Making & Problem-Solving





- Critical Thinking & Analytical Skills
  - Decision-Making Frameworks
  - Handling Uncertainty & Risk
- Innovation & Creative Problem-Solving





# Performance Management





- Goal Setting & Key Performance Indicators
- Employee Motivation & Engagement
- Conducting Performance Reviews
- Managing Underperformance



# Change Management & Adaptability



- Managing Organizational Change
- Resilience & Stress Management
- Leading Through Uncertainty
- Business Continuity Planning



# Time & Project Management





- Prioritization & Delegation Techniques
- Project Management Basics
- Productivity Tools & Techniques
- Managing Multiple Teams & Tasks



## A laptop displaying the Gentofte Aigle dashboard. The dashboard features a dark blue sidebar with navigation links like Home, Dashboard, Reports, and Settings. The main content area shows a top section with key metrics: Total Users (2500), Daily Revenue (1.51), Total Revenue (2,500), Total Users (4,567), Total Users (2,315), and Total Users (7,325). Below this is a large area chart showing trends over time. The bottom section includes smaller charts for Daily active users, App usage across versions, and a donut chart for Top 5 categories. The background is a blurred office setting.





- Budgeting & Financial Planning
- Management Understanding Profit & Loss
- Strategic Thinking & Business Growth
- Cost Control & Resource Allocation

# Customer Service & Client Relations







- Building Customer-Centric Cultures
- Handling Customer Complaints & Feedback
- Negotiation & Relationship Management
- Sales & Business Development Strategies

# Ethics, Compliance & Corporate Culture





- Workplace Ethics & Professionalism
- Diversity, Equity & Inclusion (DEI)
- Legal & Compliance Responsibilities
- Company Culture & Employee Engagement



# Individual Training

- Boost their confidence, skills, and thinking
- Increase their self-awareness
- Help them think, react, and lead more effectively
- Improve their leadership, communication, and collaboration skills
- Certificate of Completion

**COST: 4 HOUR IN PERSON TRAINING = \$425**



# Group Training

- Interactive sessions to apply to real-life situations
- Training spaced over time to allow practice & habit formation
- Coaching support between sessions
- Certificate of Completion

**COST: FOUR (2) HOUR CLASSROOM TRAINING UP TO 5 TEAM MEMBERS = \$1800 (\$250 FOR EACH ADDITIONAL TEAM MEMBER)**



Karaki Business Services, Inc.  
12881 Knott St. Suite 212 Garden Grove, CA 92841  
657-684-5356 Office 714-244-0143 Mobile  
CA Lic# 6006160  
[www.karakibusiness.com](http://www.karakibusiness.com) [majeda@karakibusiness.com](mailto:majeda@karakibusiness.com)

