



Μαθήματα Διοικητικών Δεξιοτήτων	
1.	Motivating Employees
2.	Leading Effective Teams
3.	Applying Leadership Basics
4.	Effective Communication
5.	Conflict Intervention
6.	Delegating
7.	Developing a Strategic Plan
8.	Disciplining and Redirecting Employees
9.	Leading Effective Meetings
10.	Project Management Fundamentals 1
11.	Project Management Fundamentals 2
12.	Setting Performance Goals and Expectations
13.	Solving Problems as a Team
14.	Time Management
15.	Presentation skills
16.	Critical Thinking Essentials: Applying Critical Thinking Skills
17.	Generating Creative and Innovative Ideas: Enhancing Your Creativity
18.	Managing Attitudes during Difficult Times
19.	Managing Change: Dealing with Resistance to Change
20.	Managing Change: Sustaining Organizational Change
21.	Managing Change: Building Positive Support for Change
22.	Decision Making: The Fundamentals
23.	Decision Making: Tools and Techniques
24.	Decision Making: Making Tough Decisions
25.	Risk Management: Identifying Risk
26.	Risk Management: Assessing Risk
27.	Leadership Essentials: Leading with Emotional Intelligence
28.	Leading Teams: Building Trust and Commitment
29.	Leading Teams: Dealing with Conflict
30.	Management Essentials: Directing Others