



# Management Functions for Microfinance Units

**Course Hours:** 8

**Course Code:** 35004

## **Target Audience:**

Bankers working in microfinance units who are assigned, or will be assigned the functions and responsibilities related to the effective management financing micro enterprises.

## **Course Description:**

This course is designed to increase the scientific and practical skills of branch managers in general and microfinance units' staff; especially towards the optimum application of the functions of modern management. The course focuses on the importance of good planning and organizational effective structure; follow the principles of modern management, where supervision and guidance and follow-up are at the core. It focuses, also, on the importance of delegating authority to facilitate the management process. This course helps trainees in identifying the characteristics of a good manager and work as a team to achieve the objectives of the bank.

## **Course Objectives:**

- Explain the different styles of modern management of microfinance units
- Clarify the relation between authority and responsibility and identify the bases of using delegation of authority
- Apply how to build effective teams with respect of follow up and control funds

## **Course Outline:**

Module 1: Different Styles of Management and Methods of Effective Planning

- The difference between management and leadership
- The role of management leadership in realizing management objectives
- The foundations and functions of modern management
- The concept of planning and its phases
- The main determinants of effective continuity of work cycle
- Characteristics of a good manager

Module 2: Authority, Responsibility and Delegation

- The nature of authority, responsibility and accountability
- Achieve the balance between management and authority
- Recognize the different styles of management
- Leaders and the types of authority they can use
- Delegate authority and work in a team
- Steps of successful delegation and identify responsibility

### Module 3: Building Effective Teams, Time Management, Follow Up and Control

- Elements of building an integrated team to put microfinance in effect
- The characteristics of the group that you want to work effectively as a team
- Principles of time management and performance evaluation
- Types and methods of follow-up and control
- Key pillars to ensure effective follow-up
- The best ten ways to motivate staff and credit officers

#### **Assessment Strategy:**

Participants will be informally assessed on their interaction during sessions and their participation in exercises.

#### **Upon Successful Completion of this Course, participants will obtain:**

0.7 CEU

#### **Course Language:**

Arabic

#### **Prerequisites:**

Three years of experience in banking in addition to a minimum of one year in Micro Projects Management.

#### **This program entitles you to attend:**

Not Applicable