

BIBF

LEADERSHIP ACADEMY





Bahrain Institute of Banking and Finance (BIBF) has been a cornerstone of the Banking and Financial Services Sector in the Kingdom since its inception in 1981

The growing levels of Bahrainisation, and the sustained growth patterns of the financial services industry, in particular, are clear indications of the success and the commitment to human capital development of the BIBF spanning over the last four decades. Having equipped over 360,000 students with the necessary knowledge and skills in 64 countries, the BIBF has had an unparalleled impact on the tall stature of the Kingdom's excellence in human capital development.

The BIBF's success story has not only raised the visibility of the Institute but has also had a positive impact on the overall stature of the financial services industry in Bahrain and is seen as a major driving factor behind the excellence of the Bahraini workforce both in the public and private sectors. Our international network of globally recognised partners, our creation of some of the world's first curricula in Islamic Finance and Takaful, the breadth and depth of our content, and commitment to career long learning are important milestones towards the growth and development of Bahrain.

This investment, of more than a generation, in content, curriculum development, unique intellectual property, and staff development are unparalleled across the GCC market. The BIBF's legacy continues to be distinctive in the world and one of the greatest assets that takes Bahrain to new levels of excellence in the future.



For more information Scan this QR Code

CORPORATE PROFILE

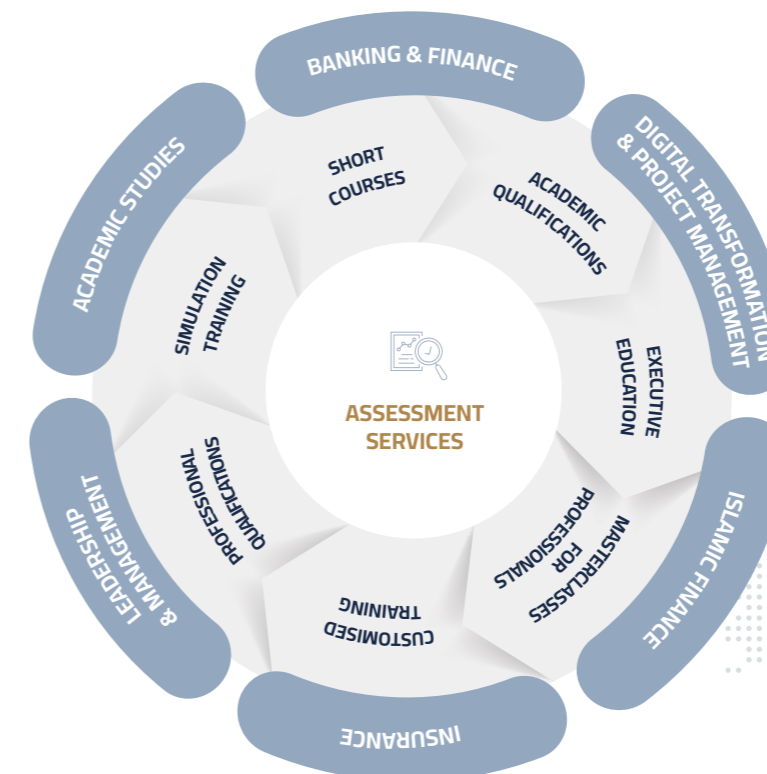
The BIBF is a semi-government training institute affiliated with the Central Bank of Bahrain, established in 1981. The Institute plays a vital role in the training and development of human capital in Bahrain, and beyond.

The BIBF's commitment to excellence has strengthened its position as the leading educational provider across all major business disciplines. The Institute serves as a partner to numerous world-class institutions; delivering Thought Leadership, Assessment and Training in the areas of Banking, Islamic Finance, Executive Development, Accounting and Finance, Academic Studies, Leadership and Management, Insurance, Digital Transformation, Project Management and Supply Chain Management; resulting in a complete business solution.



GLOBAL REACH

The BIBF qualifies over **20,000** learners a year across all major business disciplines and economic sectors. Since its establishment, it has provided training and development opportunities in **64 countries**.



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Introduction

Welcome to the BIBF LeaderShift Academy! The BIBF is committed to supporting the human capital development both locally, residentially and on internationally level providing opportunities for training and development at all levels. The BIBF has been working on reframing, revising and modifying its structure and content in response to the increasing change in market need and demand. As these changes occur, it is essential that the organisations are kept abreast of the latest developments concerning the leadership and management field to ensure a positive effect on the organisational performance.

This academy has been designed to help expand leadership skills and professional competencies in line with the market needs, as well as to provide holistic training solutions and learning opportunities for individuals and organisations in the leadership and management field. It has been designed with the goal of providing various training solutions to address the needs of different clients. With its flexible format, these programmes can also be customised to an organisation's strategy requirements specific to its industry and needs.

Approach



Extensive Market Analysis project to identify training gaps.



Globally recognized field experts bridging the future workforce skills gap with training solutions.



Highly interactive programmes explored through case studies and critical incidents.



More change always demands more leadership.

- John P. Kotter. on What Leader Really Do. Harvards Business Review.



In collaboration with



Academy Solutions



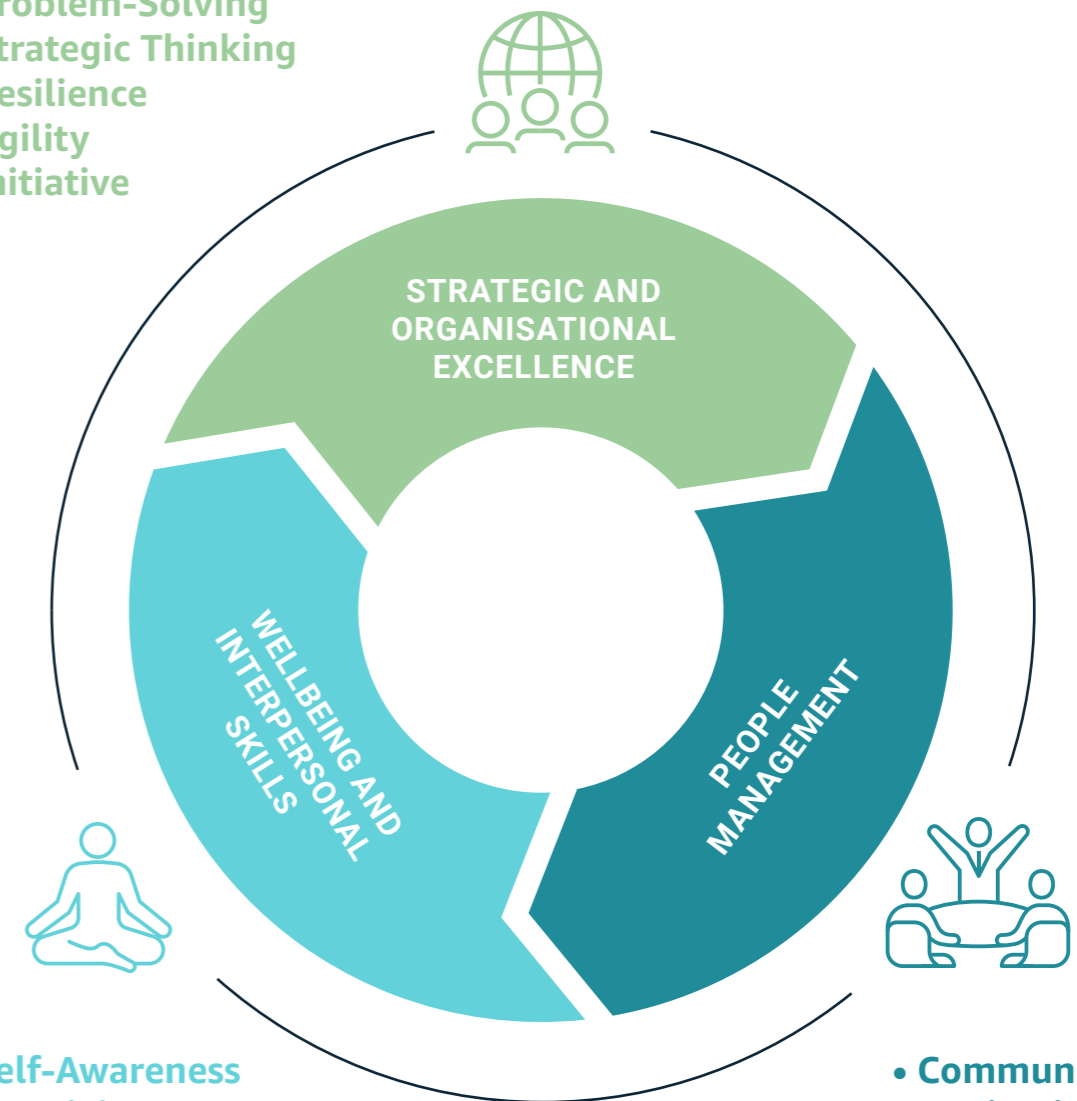
Leadership development is not just about developing leaders — it is about creating a culture of accountability and performance... Leadership development creates a magnet for high performers and fosters a high-performance organisation. That is why organisations that are 'built to last' have strong histories of leadership development.

– **Centre for Creative Leadership**



Academy Competencies

- Decision-Making
- Problem-Solving
- Strategic Thinking
- Resilience
- Agility
- Initiative





High-Tech Learning Environment

Analysis & Problem Solving

Discussion-Based Learning

Scenario-Based Learning

Led by Practitioners

“ **COMMUNICATION
IS THE REAL WORK
OF LEADERSHIP** ”

STRATEGIC AND ORGANISATIONAL EXCELLENCE

Fewer than 20% of organisations have a bench of capable leaders ready to fill critical roles. The results signal that leadership development is the most important step companies can take to drive executive success and long-term bench strength

LEAN SIX SIGMA – YELLOW and GREEN BELT TRAINING COURSES

Most organisations that try to offer high quality products and services as well as reduce waste and increase efficiency use the 'Six Sigma' methodology. Understanding the benefits associated with implementing the 'Six Sigma' methodology is usually helpful to business leaders in their effort to improve.

LEADING TRANSFORMATION BY MANAGING CHANGE

Using change management and leadership theory alongside real-life case studies, can help develop professional strategies to solve the challenges of leading change and in learning how to provide a semi-systems-based framework for managing the process.

QUALITY MANAGEMENT

Quality management ensures that an organisation, product, or service is consistent. Increasing knowledge of the Total Quality Management helps refine the implementation of it in the workplace and is ideal for individuals who are directly involved in the process of development and improvement.

AGILE ORGANISATION

As we enter the fourth industrial revolution, concepts of Agile will be essential in the future of work and management. From project management to customer experience, agile concepts can be seen across Bahrain. Leaders, or aspiring leaders, aim to develop insight into the concepts of Agile and how you can lead or contribute to Agile becoming a cultural norm in your organisation.

ORGANISATIONAL BEHAVIOR

Organisational behaviour plays an important role in understanding how employees interact with each other within organisations. It is specifically focused on understanding why some people work for specific organisations and how that impacts strategic planning.

FINANCE FOR NON-FINANCE MANAGERS

Financial skills are an integral part of the basic toolkit that any manager should have. Managers should understand the financial implications of their decisions and how to use financial information to improve their company's performance. They need basic financial skills, basic accounting concepts and the ability to interpret the content of financial statements.

DIGITAL TRANSFORMATION AWARENESS AND TRENDS

Being aware of digital transformation and its trends has become a necessity for organisations to keep pace with the emerging demands and survive in the face of the future. Innovation and disruption are the two digital transformation pillars that enable organisations to unleash transformation and reshape their future to compete more effectively in a constantly changing environment.

MANAGING THE PROJECT BUDGET FOR AN EFFECTIVE CONTROL

Finishing the project with the desired outcomes is only going to be viewed positively if costs are managed and kept within the project's approved budget. Project cost management is the process of bringing as much predictability and control as possible to the expenses of a project.

STRATEGIC PLANNING AND DECISION-MAKING

Strategic planning enables an organisation to shape and guide its overall business objectives. Through effective strategic planning, an organisation creates a framework for developing, adapting, and aligning the organisational vision, mission, and goals to achieve and sustain competitive advantage. In this course, you will gain the knowledge needed to formulate, execute, and monitor the strategic planning for your organisation based on proven analytical techniques and models.

DATA-DRIVEN STORYTELLING FOR LEADERS

Data can be overwhelming and complicated. Often there is so much of it, it is difficult to isolate a message and tell a story in a meaningful way. Understanding the best practices for finding plots, choosing story lines, targeting messages, and using compelling charts and graphs to support a narrative can be an asset to leaders in various organisations.

CREATIVITY IN DESIGN THINKING

When leaders embrace design thinking as part of their leadership philosophy, it helps to develop a team environment where creative ideas flourish, solutions gain traction, and people feel empowered to challenge assumptions, learn and push the boundaries of what is possible. These are the conditions followed where innovation happens.

CREATIVITY and INNOVATION

There are methods proven to help boost creativity and innovation abilities through practical application. Whether you have an entrepreneurial goal or are an individual contributor at an established organisation, a creative and innovative approach will help you maximise potential and expedite goal achievement.

PEOPLE MANAGEMENT



“ Emotional intelligence is greatly improved with consistent leadership training, which leads to improved productivity ”

EFFECTIVE EMPLOYEE MANAGEMENT

Leaders play a vital part of the overall organisational management. Understanding and practicing key competencies and skills required of the effective leader enables you to make a difference to the team you manage irrespective of other contextual issues.

THE PROFESSIONAL MANAGER

Understanding your management style as well as your teams' needs, can help overcome many of the problems that managers may encounter, especially, in avoiding the trial-and-error method which can lead to discouragement. It will help increase your knowledge, skills, and performance in key areas of managerial competencies, all the way from planning, reviewing and team effectiveness, maximise potential and expedite goal achievement.

HIGH IMPACT LEADERSHIP

Leadership is one of those things that is often hard to define but recognizable when you see it, and obvious when it is missing. Managers strive to create a team that will reach its full potential, and to do that, it is important to explore and understand their leadership capabilities: strengths, weaknesses, and concrete ways to improve.

BUILDING HIGH PERFORMANCE TEAMS

Managing a team that is aligned with and committed to a shared vision and values and vision can be challenging. Managers require a set of skills that enables them to develop a group of highly skilled people who can work in cross-functional areas and who focus on achieving a common goal.

THE ART OF DELEGATION

Understanding the step-by-step delegation process and the techniques to overcome problems that may be faced helps managers manage their responsibilities effectively and develop the skills of their employees.

MANAGING REMOTELY

Remote teams have become an essential part of today's workforce. As a result, managers need to rise to the challenge of managing remote team members in order to ensure optimal productivity, engagement, and team growth. Communication and other essential management skills are important to building a high performing remote team.

COACHING TECHNIQUES – LEADING WITH RESILIENCE

Coaching is a process that managers and supervisors use with their people to ensure that individuals perform at the expected level. "Unlocking potential to maximize performance," along with "helping people to learn rather than teaching them" are key to successful coaching.

HR FOR NON-HR MANAGERS

Human resources management, a multi-disciplinary subject, is the responsibility of all managers in an organisation. In order to be more effective, managers of different functional areas need to have the required knowledge base in Human Resources management, as they are involved in the formulation of HR policies, decisions, and implementation.

THE DIVERSITY TOOLKIT

A diverse workplace has its benefits as well as its challenges, and its leaders' responsibility to celebrate diversity in the workplace while bringing individuals together. One of the challenges in today's context is how these diverse individuals can work together effectively, despite their individual perspectives and their unique identities.

MANAGING ACROSS GENERATIONS

Today's workforce includes members of different generations, which presents managers leading multigenerational teams with many opportunities — and even more challenges. To realize the benefits of a generationally diverse workforce, we need to learn how to appreciate our unique preferences, habits, and behaviours.

MANAGING DIFFERENT PERSONALITIES

Managing diverse personalities is not easy. The most successful teams are formed when a manager understands each employee's personality type, in order to help the manager choose a suitable communication style in order to build a strong relationship based on mutual trust and respect.

TECHNIQUES FOR SUPPORTING EMPLOYEE WELLBEING

As part of maintaining motivation within a team and increasing productivity, managers must set an environment that nurtures positive employee wellbeing. To do this, managers must be ready to spot signals indicating that an employee may be facing excessive stress or challenges and understand ways to have a constructive conversation.

INSPIRING AND MOTIVATING A TEAM

Motivating a team or a workforce is an ongoing challenge and a vital priority for anybody who wants to be a world-class leader. Team members' motivation levels can have an impact on their productivity, the quality of their work, their engagement, morale, and their relationships with others.

EFFECTIVE PERFORMANCE APPRAISAL

Performance Management is a holistic approach to managing performance, which is making ever-greater demands on the knowledge and skills of managers, as they must carry a greater responsibility for their colleagues' results. With a stronger understanding of the Performance Management sequence, managers will come to the realisation that appraisals are only one small, but extremely important aspect of this sequence.

WORKSHOPS

WELLBEING AND INTERPERSONAL SKILLS



“ Leadership development can, and does, power sustained success for organisations around the world — when it’s done the right way ”

LEADING WITH SELF-AWARENESS

From gaining the deep respect of team members to consistently delivering measurable business results, effective leadership — across industries — consists of a myriad of characteristics, strategies, and skills. However, one trait proves universal in leaders of all kinds: self-awareness.

EMOTIONAL INTELLIGENCE

Emotional Intelligence (EI) helps individuals to develop a better understanding of themselves and of others. It facilitates one to be more successful in life by having better relationships, and a higher quality of life. With all other attributes remaining constant, a person with a higher EI has the competitive edge to succeed.

STRESS MANAGEMENT

Discussing work-related stress in detail with a focus on solutions reduces stress and leads to a better working environment. It is important to identify the key sources and signal of stress, analyse its effects, and explore practical solutions to reduce stress using work-related case studies.

CRITICAL THINKING

Critical Thinking is found in most high-demand jobs and is the number one skill needed as in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. It is indeed a requirement for both economic and social survival.

PERSONAL DEVELOPMENT PLANNING

Developing a reflective practice gives us insights into the behaviours and skills we need to improve our performance in the workplace. With the current pace of change there has never been time in history, so important as now, for our ability to adapt, grow and learn has been so important. A well-defined Personal Development Plan (PDP) provides a development roadmap towards your future.

INFLUENCING BEHAVIOUR

Effective people and leaders know how to encourage others to willingly, even enthusiastically, support their skills, ideas, and initiatives. No matter what your job responsibilities may be, the ability to communicate your ideas successfully, and convince others to have confidence in you, will decrease your frustration and enable you to achieve your goal.

WORKPLACE CONFLICTS – FROM PREVENTION TO RESOLUTION

Understanding that conflict is a natural result of people working together, allows you to be prepared for it, either prepared to prevent it, or resolve it once it occurs. Reacting to such conflicts, especially from a leadership position, entails clear understanding of strategies and practices which can help resolve those conflicts in a positive manner.

PROFESSIONAL PRESENTATION SKILLS

Presentations in one form or another have become an intrinsic part of our business life. Developing and practicing skills which helps cope with nerves, structure and deliver material with maximum impact helps in making you a confident and creative presenter.

EFFECTIVE MEETING MANAGEMENT

Meetings require skill and technique in order for it to achieve its purpose. Disorganised and poorly managed meetings waste time and hurt your credibility as a meeting manager. Managers need proper planning and leading techniques to initiate and manage meetings effectively.

MANAGEMENT COMMUNICATION

Managers communicate all the time, but creating an effective line of communication between managers and employees is critical to creating the engagement which leads to better business outcomes. Being more aware of the effect that a manager's behaviour has on others, helps build better communication bridges and relationships with individuals at all levels.

STAKEHOLDER MANAGEMENT

Identifying and understanding the stakeholder's needs, and knowing the purpose and benefits of building relationships with different stakeholder groups, as well as the methods of communicating with them is one of the vital roles that leaders can play in contributing to the business development of the organisation.

PROFESSIONAL QUALIFICATIONS

Through our corporate partnership with the Institute of Leadership and Management (ILM), the Chartered Management Institute (CMI) and the Project Management Institute (PMI), and in line with the Education and Training Quality Authority (BQA) the BIBF offers a range of qualifications designed for practicing managers at various levels who wish to develop their core management and leadership skills.





The CMI and ILM Professional Qualifications provides you with an opportunity to:

1

START ON THE RIGHT TRACK WITH AN AWARD

Strengthen your skills in strategic management And leadership.

2

TAKE THINGS FURTHER WITH A CERTIFICATE

Develop management skills and requirements Needed to be effective in your own workplace.

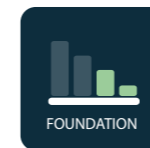
3

JUMP RIGHT IN WITH A DIPLOMA

Enhance strategic managers' current repertoire of skills, ensuring that the skills are transferable to the external business environment.

Professional Qualifications

CMI Qualifications in Leadership and Management



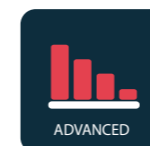
CMI Level 3 Qualifications in Principles of Management and Leadership

Practicing or aspiring junior managers, supervisors, and first line managers who supervise or manage a team to achieve clearly defined outcomes.



CMI Level 5 Qualifications in Management and Leadership

Practicing or aspiring middle managers and leaders who want to develop their core management skills.



CMI Level 7 Qualifications in Strategic Management and Leadership Practice

Practicing or aspiring senior managers and directors wishing to develop professional management and leadership practice.

ILM Qualifications in Leadership and Management



ILM Level 3 Qualification in Leadership and Management (Supervisory/First-Line Manager Level)

Individuals who are practicing first-line managers or supervisors.

ILM Level 5 Qualification in Leadership and Management (Middle Management Level)

Suitable for project managers, department heads, and other practicing middle managers looking to improve performance and prepare for senior management responsibilities.

“ Companies around the world are facing a leadership crisis, according to the new quarterly report of the 2021 Global Leadership Forecast that was released on May 12, 2021. Only 11% of surveyed organisations reported they have a “strong” or “very strong” leadership bench, the lowest it has been in the past 10 years.

– Leadership Transitions Report 2021.



PMP Project Management Professional



Project Management Institute (Project Management Professional) credential is the most important industry recognized certification for project managers. Globally recognized and demanded, the PMP certification demonstrates an individual's experience, knowledge, and competency to lead and direct projects. The PMP® credential demonstrates competence in leading and directing project teams.

If you are an experienced project practitioner looking to sharpen your skills, stand out to employers and maximise your earning potential, the PMP® credential is the right choice for you.

“ Leadership is about making others better as a result of your presence and making sure that impact lasts in your absence.

– Sheryl Sandberg, Facebook Chief Operations Officer, Graduate of Harvard Business School.



NQF Award in Team Leadership



Learners who undertake and successfully obtain this award can progress into any other Leadership, Management, Human Resources, or soft skills courses / workshops / qualifications offered within or outside the BIBF at a level equal to or higher than the NQF Level 6.

The Award in Team Leadership Level 6 – consists of 6 modules.

1. Effective Employee Management
2. Building High Performance Teams
3. Emotional Intelligence
4. Influencing Behaviour
5. Management Communications
6. The Art of Delegation

-
- Employees who intend to progress into first line leadership roles.
 - Practicing team leaders, supervisors, and middle managers.

ASSESSMENT

Through our corporate partnership with the Institute of Leadership and Management (ILM), the Chartered Management Institute (CMI) and the Project Management Institute (PMI), and in line with the Education and Training Quality Authority (BQA), the BIBF offers a range of qualifications designed for practicing managers at various levels who wish to develop their core management and leadership skills.

Psychometric Assessments



Saville Assessment
WillisTowersWatson

When it comes to Leadership, some of the assessments that we provide are:

Assessment Types

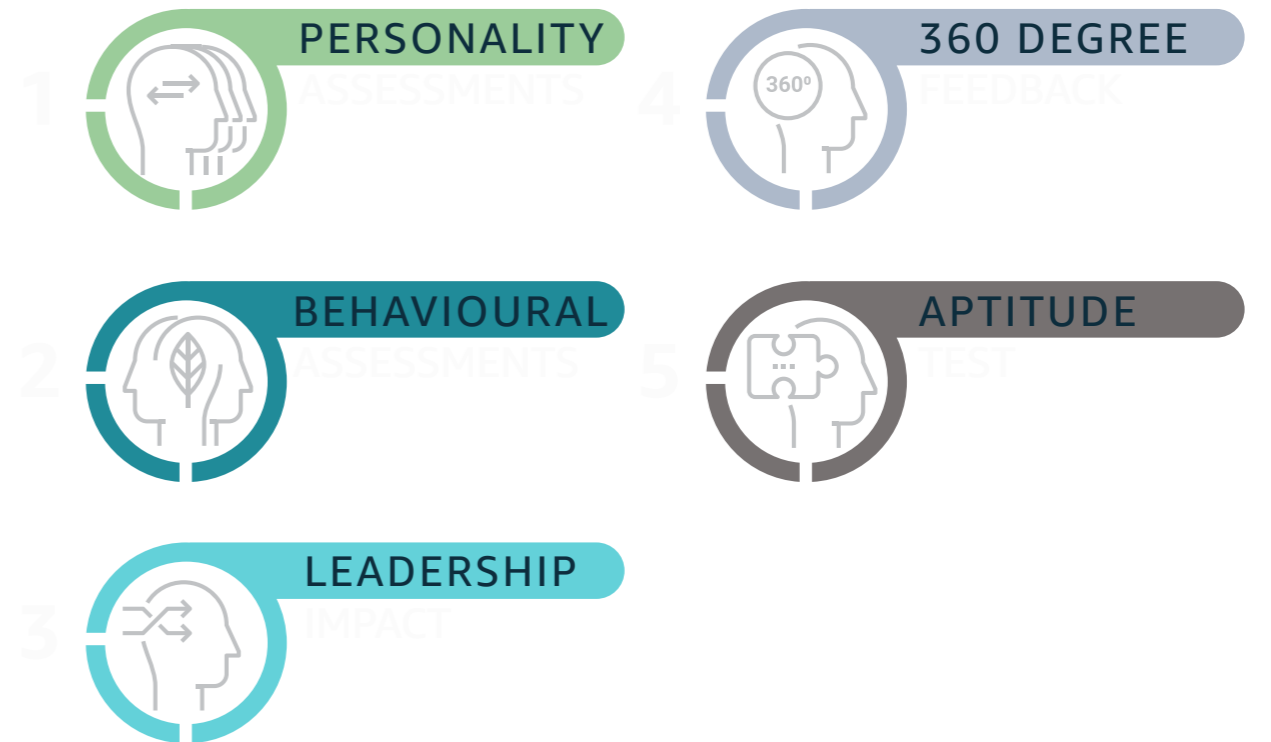
Here at the BIBF, we utilise many different assessment tools providers such as a&dc, Morrisby, Saville Consulting, in order to meet the specific needs of our clients through a well-designed Assessment Center.

Evaluate employee effectiveness and behavioural competencies suited to the role and organisational ecosystem.

Assess individuals in both individual and group-based environments for selection or development



According to the Centre for Creative Leadership, 5,000 leadership programme participants around the world — as well as 8,765 of their colleagues were surveyed. 99% of the participants said they achieved success on their target goals related to communication, self-awareness, implementing change, and other areas.

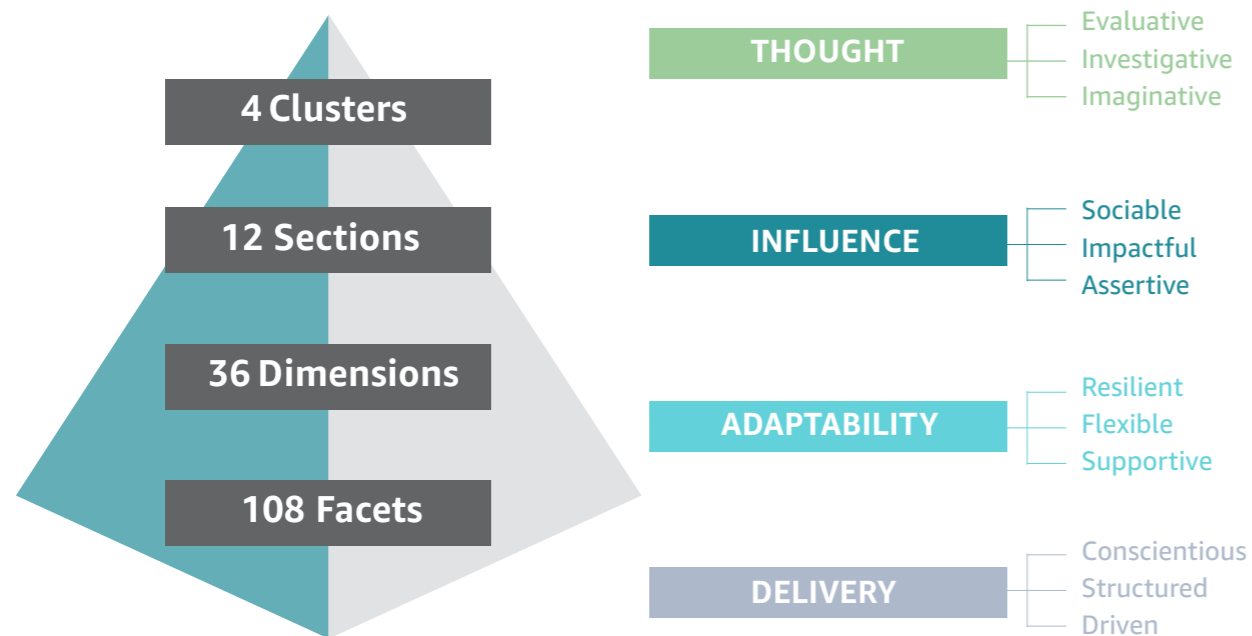


Personality



The Saville Consulting Wave Professional Styles is a questionnaire which measures motivation, talent, and preferred culture. One of the main purposes of the Wave Professional Styles is for the selection and development and is also suitable for recruitment. The Wave Professional Styles is based on the hierarchical Wave Model. The Wave Model is a hierarchical model built around 4 clusters, 12 sections, 36 dimensions and 108 facets.

The Personality Assessment Measures:

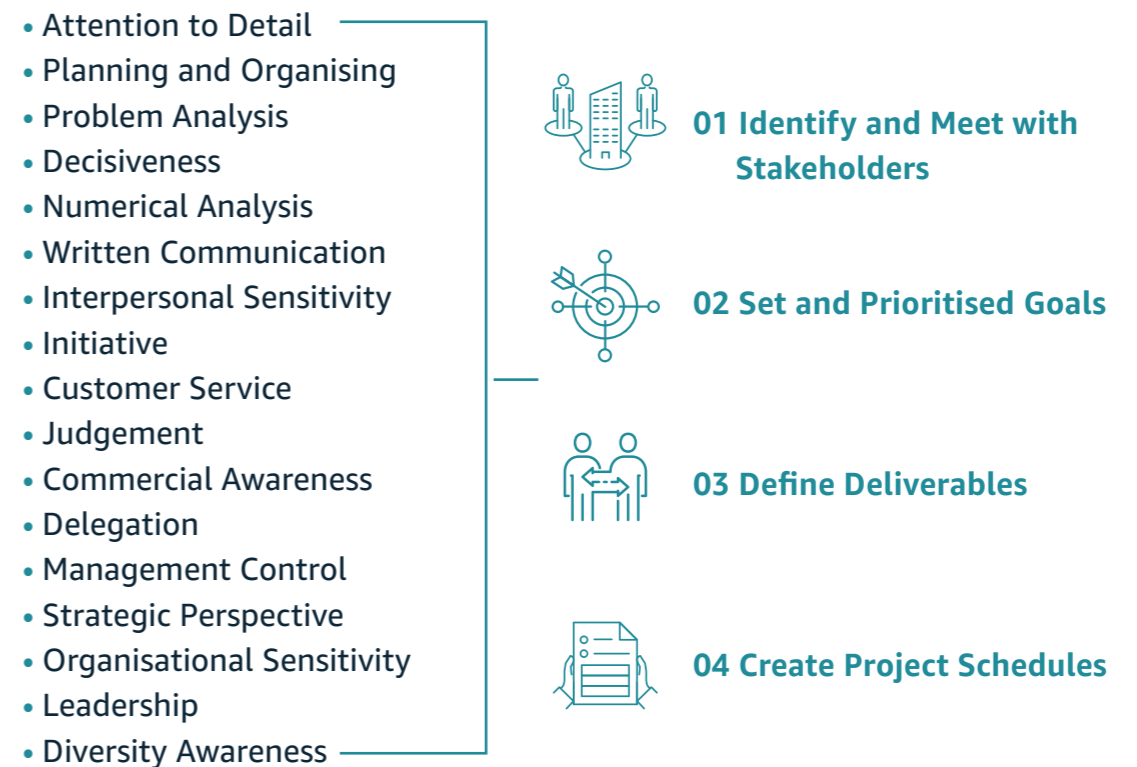


Behavioural



Our online behavioral assessment is the online in tray exercise This assessment simulates an online desktop environment, where candidates are presented with a variety of information and business issues. This power behavioral assessment is a tool to identify the developmental needs of leaders, high potential talents, and supervisors.

The Behavioral Assessment Measures:



Leadership Impact



The Leadership Impact Model is a hierarchical model of leadership effectiveness. At the top of the hierarchy, the 3Ps of Leadership Impact represent three main approaches to effective workplace leadership. Each of the three 3P factors can be broken down into three Impact areas. These represent nine areas at work in which leaders can exert a critical impact. The nine Impact areas can be thought of as primary components of effective workplace leadership. In the Leadership Impact model there are also 18 Leadership Styles which are broadly aligned to the nine Impact areas.

What Does The High Impact Leadership Assessment Tool Measure?

Professional



Managed Risk
Expert Reputation
Service and Product Delivery

People



Successful Communication
Organisational Commitment

Pioneering



New Products
Organisational Growth
Organisational Transformation

360 Degree Feedback



360 Degree Feedback is a system or process in which employees receive confidential, anonymous feedback from the people who work around them. This typically includes the employee's manager, peers, and direct reports. The sample size will be determined based on the department size and the position of the candidate.

What Does The 360 Degree Feedback Assessment Tool Measure?



Behaviors and competencies



How others perceive an employee

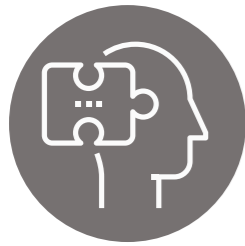


Skills: listening, planning, and goal setting



Teamwork, character, and leadership effectiveness

Aptitude Test



Our flexible and comprehensive aptitude test portfolio measures the core abilities relevant for a range of roles, from entry level employees through to managers and executives. It ensures you identify individuals with the mental agility to meet the requirements of the role. Our suite of online tests continue to set the market standard, from the pioneering Swift Executive Aptitude tests, and the innovative Swift Global, to our dynamic group dashboards.

Why Use Aptitude Tests?



Current and work - relevant items measuring the core abilities required for the role



Dynamic group reporting drives faster and more reliable decision underpinned by accurate data



Short completion times - Swift combination test measuring 3 to 6 key areas in one test



Varied and modern range of questions offering a breadth of measurement and positive candidate experience



High-quality practice and preparation materials available in over 28 languages




Fixed-length format ensures a fairer experience for candidates with a gradual increase in difficulty



For further information contact
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