

# Development of Management Skills (MGMT 411 )

**Instructor by: Dr. Abdullah Alghafis**

*Assistant Vice president for Business Development and  
Assistant professor in Mechanical Engineering Department*

[A.alghafis@qu.edu.sa](mailto:A.alghafis@qu.edu.sa)



# Agenda

- \* Welcome!
- \* Information Survey - 1
- \* Assessment Survey - 2
- \* Be Aware of ..
- \* Introduction to the course
- \* Personal Leadership Strategic Plan
- \* Introduction to management and quality in engineering

# Welcome!

“Challenges are what make life interesting and overcoming them is what makes life meaningful.” —

Joshua J. Marine”



# Information Survey- 1



# Assessment Survey- 2



# Discuss the survey's result



إن رغبتني في إتقان ما أقوم به من عملٍ لم تعنِ  
قط رغبتني في التفوق على أي إنسانٍ آخر. كنتُ  
ولا أزال أرى العالمَ يتسع لكل الناجحين بالغاً ما  
بلغ عددهم. وكنتُ ولا أزال أرى أن أي نجاح لا  
يتحقق إلا بفشل الآخرين هو في حقيقته هزيمة  
ترتدي ثياب النصر!  
- غازي القصيبي



I Never Compare Myself To Others!!!

يقول ابن خلدون في وصفه  
الهندسة :

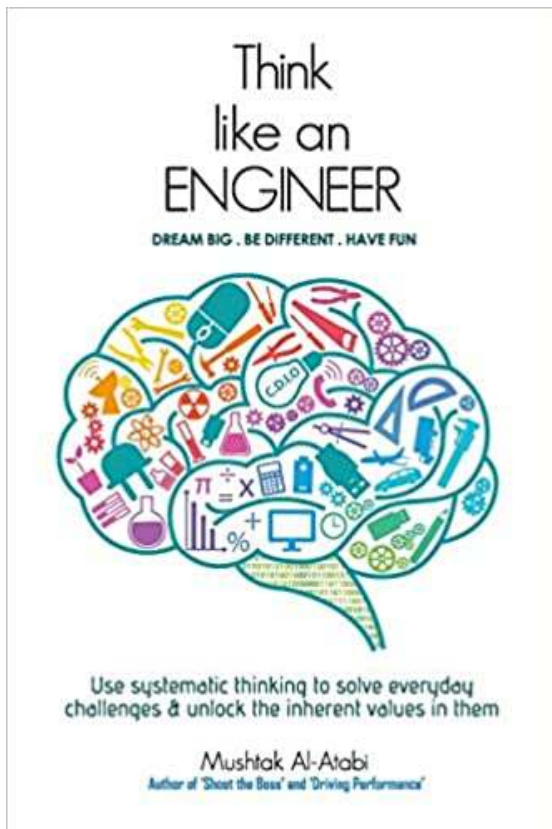
” واعلم أن الهندسة تفيد  
صاحبها إضاءة في عقله  
واستقامة في فكره، لأن  
براهينها كلها بينة الانتظام  
جلية الترتيب، لا يكاد الغلط  
يدخل أقيستها لترتيبها  
وانتظامها، فيبعد الفكر  
بممارستها عن الخطأ وينشأ  
لصاحبها عقل على ذلك .

# What does it mean as engineer ?

- Engineer: Noun. [en-juh-neer]

Someone who does precision guesswork based on unreliable data provided by those of questionable knowledge

# Be Aware of ..



- *Only one out of 10 will work as an engineering*
- Great Book ; Think Like an Engineer:  
Use systematic thinking to solve everyday challenges & unlock the inherent values in them

# 7

## Personality Traits and Qualities of a Engineer Leader

### An Engineering Skill Set Checklist

The professionals who excel in the industry typically display these seven engineering personality traits and qualities.

How many of these engineering skills and qualities apply to you?



#### Critical Thinkers

Instead of performing only your role in a project, you'll need to have a bigger-picture mentality and demonstrate a deeper understanding of the work that should be done.

Can you harness your team for an integrated effort? Do you understand all components of the project?



#### Original

As a leader, you'll need to think beyond what's been done before. Is there a better way to do the work? What hasn't been tried yet?

Keep up with the new best practices in the field and adapt them to the opportunities and needs of your organization.



#### Driven

Stuck? Daunted? "Can't"? None of these words apply to you as an engineering executive.

You need to **make it happen, whatever it is, and you can't let roadblocks get in the way of achieving your goals.**



#### Receptive

How open are you to new ideas? You'll need to be ready to hear suggestions and thoughts from your team. You'll also need to be able to accept that your way won't always be the best way for everyone.

You may be the executive, but your team needs to have a say too.



#### Responsive

As an engineering executive, you'll be in charge of big projects and big decisions. You'll need to be able to think on your feet when problems arise or new information comes to light.

Think fast!



#### Team Oriented

You'll be a leader on a team working towards a common goal. How well do you work with others? Can you handle and direct strong personalities in the group? Do you know how to delegate tasks?

Courtesy and tact go a long way towards helping your team trust you.



#### Constant Learners

Keeping your technical skills strong is a must—you'll need to work with new technologies and computer programs constantly and then teach your team to embrace the changes.

Maintaining your skills and a fresh knowledge of the field is especially important when managing multiple projects simultaneously!

# Introduction ...

- First day material
  - Class Roles ( participants, attendances, homework's, presentations, submissions )
  - How to write a professional email !!
- *Title , body , closing, signature*

# Ineffective and Effective Emails

Here is an example of an ineffective email from a student:

The image shows a screenshot of an email client interface with several annotations in speech bubbles. The interface includes a menu bar (Message, Insert, Options, Format Text), a ribbon with various tools (Clipboard, Paste, Copy, Format Painter, Bold, Italic, Underline, Font color, Background color, Address Book, Check Names, Attach File, Attach Item, Business Card, Calendar, Signature, Follow Up, High Importance, Spelling), and a message body.

**SUBJECT:** Leaving this blank is a missed opportunity to inform your professor of the email's contents and importance.

**PROFESSIONALISM:** Avoid abbreviations like "LMK"—they are unprofessional and can be confusing.

**IDENTIFY YOURSELF:** College professors may have over 100 students each quarter/semester (and many students named John).

**PROOFREAD:** Even a quick spell check would have caught most of these mistakes.

The email body text is as follows:

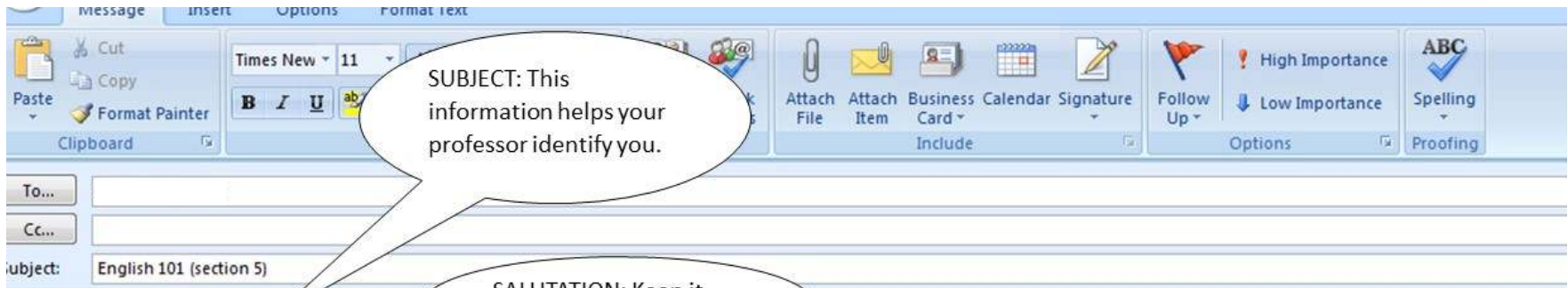
Hi! Jennifer

totally overslept this morning. sorry i didn't make it to class. did i miss anything important? LMK what i need to do to get caught up.

John

# Ineffective and Effective Emails

Below is one approach to revising the ineffective email:



Dear Professor Jones,

I apologize for missing your 9:30am class this morning. I reviewed the syllabus and see that I need to read chapter 5 in the textbook by tomorrow. In addition to that reading, was there any other new material assigned? Is there a PowerPoint or handouts that I should look over before the next class? Thank you for your time.

Sincerely,

John Anderson

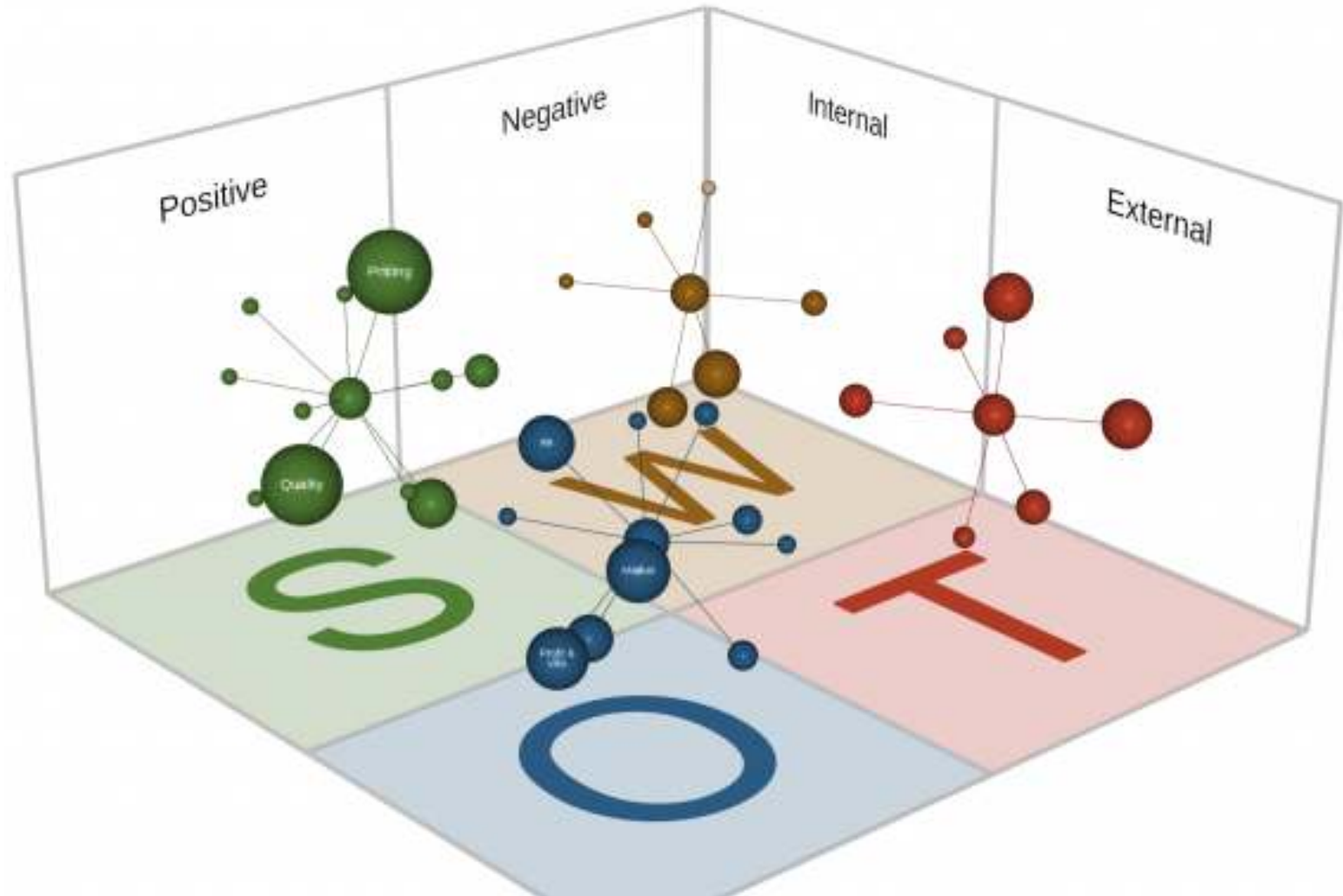
FULL NAME:  
Don't forget to include yours.

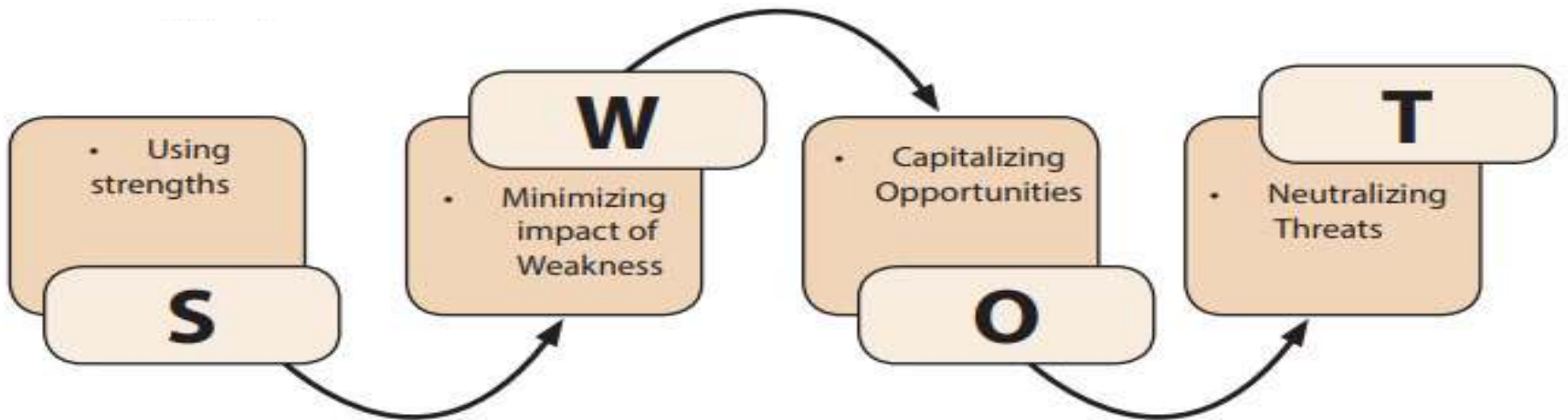
SALUTATION: Keep it formal.

PROFESSIONALISM:  
Use a professional tone and proofread your email.

BODY OF THE EMAIL: Have a clear objective.

# Personal Leadership Strategic Plan





# Personal Leadership Strategic Plan



# Personal Leadership Strategic Plan (Example)

تحليل سوات لشركة المراعي SWOT

اسم الشركة: شركة المراعي.

قطاع الأعمال: السلع الاستهلاكية.

المقر الرئيسي: الرياض المملكة العربية السعودية.

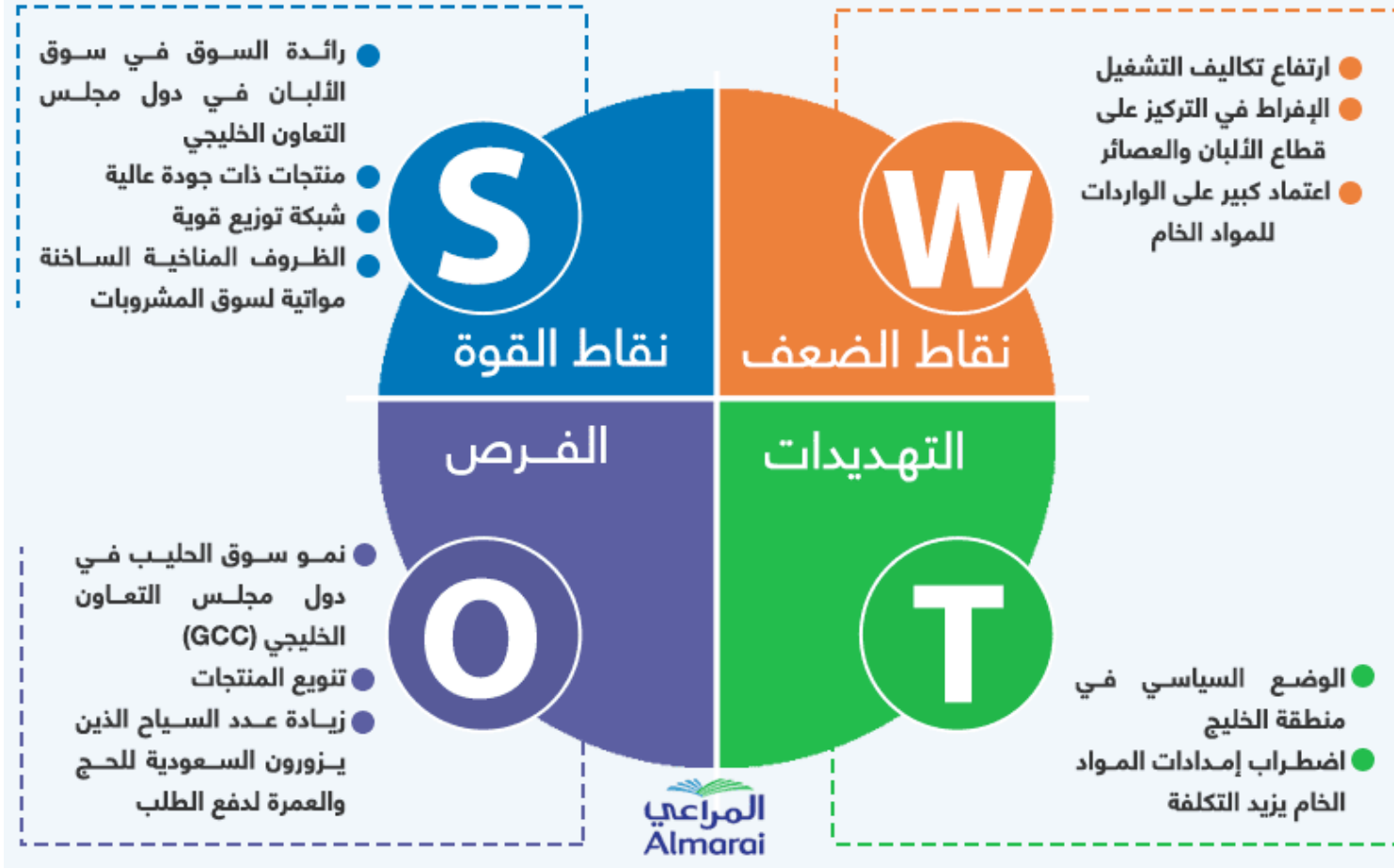
عن الشركة: شركة المراعي هي شركة رائدة في تصنيع وتوزيع المواد الغذائية والمشروبات في الشرق الأوسط تأسست عام 1977 ،

الشركة والشركات التابعة لها أنشطة في منطقة الشرق الأوسط وشمال أفريقيا من خلال منتجات الألبان والمخازير والعصائر والدواجن..

إلخ.

# Personal Leadership Strategic Plan

## تحليل السوات SWOT لشركة المراعي



# Personal Leadership Strategic Plan

تذكر أن تحليل الـسوات الرباعي العامل الأكثر أهمية في استخدام تحليل الـسوات الرباعي بنجاح هو جودة الـبيانات ودقتها، إذا كان هناك أي خلل في الـبيانات التي تخص نقاط القوة والضعف والفرص والتهديدات فمن المحتمل أن نتائج تحليل الـسوات ستوفر الدعم الخاطئ للشركة.

## SWOT

يمكن أن يكون متحيزاً من قبلك أو من قبل الأفراد الذين يعملون معك في الشركة،

<https://blog.mostaql.com/swot-analysis/>

س يكون من الأفضل أن يكون لديك **مقيم خارجي** لتدقيق النتائج من أجل إعطاء مصداقية

# Personal Leadership Strategic Plan (Example)

## SITUATION – Starbucks Company

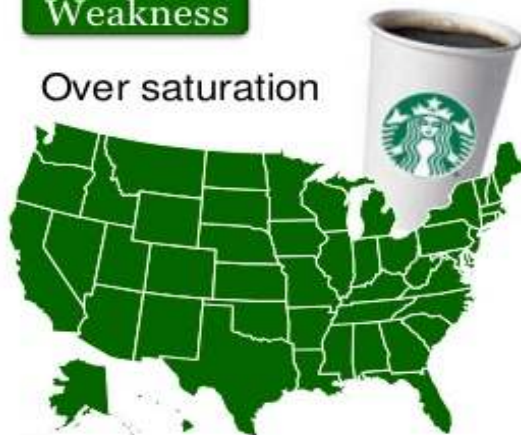


### Strength

- Leader of Coffee
- Leader of Culture
- Strong Brand

### Weakness

Over saturation



### Threat

- Slowed US Sales
- Cheaper competitors
- Coffee focus



### Opportunities

Interest from global market



STARBUCKS  
COFFEE

Situation

Analysis

Action

Financials

Conclusion

# Personal Leadership Strategic Plan

<b>Strengths</b>	<b>Weaknesses</b>
1. 2. 3.	1. 2. 3.
<b>Opportunities</b>	<b>Threats</b>
1. 2. 3.	1. 2. 3.

# Personal Leadership Strategic Plan

- \* Cover Page
- \* Executive summary ( when you join the Eng. college, what you learn, your objective, and your plan while you are studying )
- \* SWOT analysis listed in a table ( at least three of each categories )
- \* Prepare two pages report **as homework due at 11:00 p.m. on**

**Friday 3 / 9 / 2021**