

## Executive Education Customized Programs Manager Jobs In Sharjah | Mohammed Bin Rashid School of[...]

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Location: Sharjah

Category: office-and-administrative-support

Executive Education Customized Programs Manager Jobs In Sharjah | Mohammed Bin Rashid School of Government

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The Executive Customized Programs Manager is responsible to manage and drive all Executive Customized

Programs of the Executive Education Department ensuring efficiency and effectiveness on all fronts.

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Responsibilities

Accountable for the preparation of Executive Education annual action plan and regularly reports on the plan implementation, provide analysis and recommendations for future actions and improvements.

Develop, implement, monitor and review all Executive Customized Programs (off-line and On-line) and strategy in close coordination with the Department Director in order to ensure that the programs are based on the capabilities of the School in meeting the market needs.

Support the Department Director by overseeing the financial aspects of customized training programs, including, budgeting and availability of cash.

Identify, direct and lead new Open-Enrollment training opportunities, develop customer contacts in order to meet the School's enrollment growth targets.

Initiate, build and manage strategic relationships with key agencies and relevant professional bodies concerned with Executive Education requirements at local, regional and international levels in order to raise the status of the School as a premium provider of professional expertise and services.

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Requirement

Work directly with Website-Programmer at the Marketing Department to provide and upload Customized training schedules on the MBRSG Web site.

Supervise, guide, motivate, and appraise employees in the Executive Education division as well as involve in their development in order to ensure optimal performance from the team.

Evaluate opinion polls/ feedback surveys post-training and report the results to the Department Director.

Perform other duties, consistent with skills and experience, as assigned by the Director.

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