

LEADERSHIP AND MANAGERIAL SKILLS FOR SUSTAINABLE CAREER



Othman Omran Khalifa



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Othman Omran Khalifa received his bachelor's degree in electrical and Electronic Engineering from Garyounis University, Libya in 1986. He obtained his Master's degree and PhD from Newcastle University, UK in 1996 and 2000 respectively. He worked in industries for eight years and he is currently a professor at the department of Electrical and Computer Engineering, International Islamic University Malaysia. Prof. Khalifa served as the head of department of Electrical and computer Engineering, IIUM from July 2005 until December 2014. He is a Charter Engineer (CEng) UK, a Senior member of IEEE USA, and a member IET UK. Prof. Khalifa was the chairman of the International Conference on Computer and Communication Engineering (ICCCCE), 2006, 2010, 2012, 2014. Prof. Khalifa supervised more than 60 Masters and PhD students. He has extensively contributed through his writings in international journals, conferences and books. He published more than 500 publications including 12 books. In 2013, he received the highest citation in Citation Indexed Journal Award, in 2019 he got the TOKOH academic "Best Academician" award and last year in 2020, he Won the Murabbi "Best Teacher" award. In 2021, he got the publication (publication) award. In 2022 won the National Best Book in Science and technology 2022.

In an era of rapid change, evolving sectors, and a global workforce, the ability to lead effectively and manage with accuracy is not only advantageous; it is required. However, most leaders and managers aspire to and strive to improve. Many professionals attend leadership training throughout the world today and every day of the year to gain insights into how to lead and manage better. Thousands of people receive their performance evaluations, along with specific development plans for how to improve.

This book acts as a compass to navigate the evolving landscapes of leadership and management, providing insights, methods, and wisdom to help individuals on their path to a long and prosperous career.

The book is divided into eight chapters, chapter One introduces the reader to the fundamental principles that underpin effective leadership and management. It explores the essence of leadership, its historical evolution, and the core theories that continue to shape the way organizations are led and managed. Chapter Two: Leadership Styles and Approaches delves deeper into the art of leadership, dissecting various leadership styles and approaches. From transformational to servant leadership, the reader will gain a comprehensive understanding of how different leadership strategies can impact individuals and organizations. Chapter Three: Managerial Functions and Responsibilities unveils the multifaceted role of a manager. Here, the reader will uncover the key functions and responsibilities that managers undertake to drive organizational success, from planning and organizing to controlling and leading. Chapter Four: Developing Your Leadership and Management Skills is a guide to personal and professional growth. It outlines strategies to enhance leadership and management abilities, whether are just starting a career or seeking to refine skills for greater effectiveness. Chapter Five: Leading and Managing Teams explores the dynamic world of teams and teamwork. It discovers the intricacies of team leadership, building high-performance teams, and fostering collaboration in today's diverse and interconnected workplaces. Chapter Six: Time Management and Productivity tackles the ever-relevant challenge of managing time effectively in a world filled with distractions. Learn how to prioritize tasks, increase productivity, and strike a balance between work and life. Chapter Seven: Lifelong Learning and Skill Development underscores the importance of continuous learning and skill enhancement. Explore strategies for staying relevant in a rapidly evolving job market and nurturing a growth mindset. Lastly, chapter Eight: Building a Sustainable Career presents a forward-looking perspective on careers. Discover how to create a career that not only sustains financially but also aligns with values, contributes to society, and safeguards the environment.

Throughout this book, the reader will encounter real-world examples, case studies, and practical insights from experts in the field. The author aims to provide the reader with a comprehensive toolkit for success in leadership and management roles, whether is an aspiring professional or a seasoned executive.



**Leadership and Managerial Skills
for Sustainable Career**

By

Othman Omran Khalifa

2023

Preface

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Sincerely

Othman Omran Khalifa

Acknowledgment

I want to express my deepest gratitude to the pillars of my life – my family, wife, and my beloved children. You have been the unwavering source of support, and inspiration that fuels my journey daily.

To my wife, your boundless understanding has given me strength in the face of challenges and made every achievement sweeter. Your sacrifices and encouragement have been the wind beneath my wings.

To my precious children, you are my greatest motivation and the embodiment of my hopes for a brighter future. Watching you grow and learn fills me with pride and a deep sense of purpose.

I am also grateful to all those who have inspired me through their work, written words, and actions, shaping my values and aspirations. My journey has been a collective effort, and I am fortunate to have had such an incredible network of people who have believed in me.

Thank you for being a part of this journey.

Sincerely,

Othman Omran Khalifa

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