

BUSINESS LEADERSHIP – BECOMING MANAGEMENT MATERIAL

Unit Standard	242674/120300
NQF	Level 5
Credits	11
Duration	2 Days
Organisational Development Area	Team Leaders and Supervisors

SYNOPSIS

This two-day workshop is a tool for your leadership development. It is designed to help you create and accomplish your personal best, and to help you lead others to get extraordinary things done.

COURSE OUTLINE

- Learning organizations;
- Peter Senge's learning disciplines;
- What leadership is and is not (including servant leadership);
- Kouzes and Posner's five leadership practices;
- Core skills like communication, body language, delegation, meetings, and time management;
- Understanding the trust cycle and building trust;
- Managing change;
- SWOT analysis and problem solving;
- Giving effective, constructive feedback;
- Building good relationships.

COURSE OUTCOMES

Upon successful completion of this course learners will have the ability to:

- Define your role as a manager and identify how that role differs from other roles you have had.
- Understand the management challenge and the new functions of management.
- Discover how you can prepare for and embrace the forces of change.
- Identify ways to get you and your workspace organized and get a jump on the next crisis.
- Identify your leadership profile and explore ways to use this knowledge to improve your success as a manager.
- Enhance your ability to communicate with others in meetings and through presentations.
- Create an action plan for managing your career success.