SSM 86 – LEADERSHIP AND MANAGEMENT SKILLS

Demands to increase effectiveness and efficiency on leaders and managers in today's current business environment are more prevalent than ever before. A person can become more effective and efficient if they have the desire and willpower to make changes in their work behaviour. Certain leadership and management principles, however, must be learned and practiced and these principles do not come naturally. A person learns and develops skills in these areas through a never ending process of self-study, education, training and experience. In a fast paced, continual changing world, personal development is an effective practice a manager must possess to sharpen the wide variety of skills needed to carry out responsibilities and successfully accomplish the organisation's goals.

WHO SHOULD ATTEND?

The course is designed for anyone who desires to demonstrate enhanced management and leadership in their work, whether a coordinator, engineer or manager in any sector of industry and/or business, including the service industry. The course is also suitable for those who have some management experience and wish to enhance their current leadership skills to better manage at work.

PROGRAMME CONTENTS

Session 1 – Basic Principles of Successful Management

- Understanding what courage really is
- Having the courage to know yourself
- Choosing the right management style
- Putting yourself on the line-taking responsibility
- Overcoming limiting thoughts and behaviours
- Having the courage to turn your ideas into action

Session 2 - Managing Organizational Improvement

- Focusing on continuous improvement
- The role of organizational culture
- Overcoming resistance to change
- Coping with risk and risk avoidance
- Measuring the success of improvement efforts

Session 3 - Effective Problem Solving

- Balancing analytical and creative thinking
- Effective use of mind mapping
- Capturing the power of brainstorming
- Breaking the ten mental locks
- The four roles of the problem solving process
- Treating problems as challenges

Session 4 - Leadership Roles in our Dynamic, Changing Work Culture

- Introduction to leadership and the course
- Identification of strategic principles of leadership skills
- Challenges leaders face in changing organizations
- Conditions in the changing culture that require leadership
- The role of leadership in strategic thinking organizations
- Understanding the role of organizational change in leadership

Session 5 - Encouraging Innovation and Dealing with Change

- Leadership in developing a personal change plan
- Understanding problems inherent with change
- Leading others through critical change initiatives
- Preparing other people for leadership