

Leadership Development



277-P25-VE



Virtual



22 hours

Course Description:

This course empowers team leaders and managers to master essential leadership skills. By exploring strategic management, effective communication, motivation theories, and efficient time use, participants will enhance their team management capabilities and problem-solving abilities. Applying these techniques will lead to a more productive organization with organized and effective teams.

Target Audience:

This course is designed for team leaders and managers who aim to enhance their leadership skills. They will be able to manage their teams effectively, improve communication, apply motivation strategies, and solve problems efficiently, ultimately leading to a more productive and organized workplace.

Course Objectives:

- Recognize managerial functions and fundamental leadership concepts
- Define strategic management and its components
- Apply team management techniques in an effective way
- Explore various methods and forms of effective communication
- Apply motivation theories and demonstrate delegation techniques
- Identify the problem-solving process and decision-making
- Use time in the most efficient and effective way

Course Outline

Module 1: The Concept of Leadership

Session One: Introduction to Leadership

- Difference between a leader and a manager
- Managerial functions
- Skills required to practice the management process
- Assignment

Session Two: Leadership Styles and Theories

- Leadership styles
- Leadership theories
- Skills and qualities of an effective manager
- Assignment

Module 2: Fundamentals of Strategic Management

Session One: Strategic Management Components

- Strategic management
- Components of strategic management
- Corporation's value chain
- Assignment

Module 3: Managing and Building a Team

Session One: Managing Team

- Definition of a team
- Benefits of a team
- Team charters
- Team management (for the team, for individuals)
- Team management process
- Assignment

Session Two: Techniques of Evaluating and Handling Team

- Handling team conflicts
- Methods of evaluating the team
- Obstacles to working with the team
- Training team members
- Dos/Don'ts
- Assignment

Module 4: Effective Communication

Session One: Fundamentals of Effective Communication

- Definition of effective communication
- The importance of communication and its objectives
- The communication processes
- Communication channels
- Directions of communication
- Modes of communication
- Assignment

Session Two: Mastering Effective Communication

- Intrapersonal communication
- Interpersonal communication



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- Social styles
- Perception
- Importance of trust
- Tips and tricks to improve communication
- Encouraged behavior and discouraged behavior in communication
- Assignment

Module 5: Motivation and Effective Delegation

Session One: Introduction to Motivation

- Definition of motivation
- Types of motivations
- Benefits of motivation
- Theories of motivation
- Converts desires to motivators
- Practical steps in motivation
- Different motivational methods
- Constraints of motivation
- Assignment

Session Two: Applying Delegation

- Definition of delegation
- Advantages and importance of delegation
- Delegation process
- Factors affecting the effectiveness of delegation
- Limitation on delegation
- Delegation obstacles
- Dos and Don'ts in Delegation
- Assignment

Module 6: Problem-Solving and Decision-Making

Session One: Steps of Defining the Problem

- Defining the problem
- Problem-solving process
- Assignment

Session Two: Decision Making

- Defining the decision
- Types of decisions

- Obstacles to decision making
- Mistakes to avoid when making decisions and solving problems
- Assignment

Module 7: Time and Stress Management

Session One: Handling Time and Stress

- Time management
- Time quadrants and prioritization
- Stress management
- Assignment

Assessment Strategy:

- 40 % Assignments between sessions
- 60 % Participation
- 60 % cut-off score of total grades, which is "100".

Upon Successful Completion of this Course, participants will obtain:

2 CEUs

Course Language:

English

Prerequisites:

None.