

# LEADERSHIP AND MANAGEMENT TRAINING

A MASTERCLASS



Cohort One

15<sup>th</sup> May – 14<sup>th</sup> July, 2023

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## Overview

Leaders are those who generally set direction, build an inspiring vision, and create something new. They take you where you need to go to be successful as a team or an organization. It is a dynamic, exciting, and inspiring journey. You too have the ability to grow and become such a leader.

## About the Course

This course is aimed at giving you the most relevant skills, experience and knowledge to become the most competent leader and manager. This course will lead you to understand your team, make better decisions and reach your goals. During this course, leaders and managers will be exposed to the differences between leadership and management. Learn how to transition into the world of management and take those first steps in becoming a great leader or manager!

## Key Learning Objectives

On completion of this 2-month intensive training, participants will be able to: -

- Master effective team building skills
- Engage in strategic thinking and planning
- Investigate different communication approaches and strategies
- Analyze different personalities as a manager and leader
- Apply skills to manage and lead in difficult times

## Suitability

This course is suitable for aspiring leaders and managers, or anyone currently in a leadership and management position and would want to develop top level leadership and management knowledge and skills.

## Workload

The course takes 2 months assuming 2-3 hours of study per week. It consists of 4 mandatory modules with each module having 8 lessons with the exception of module 1 that has 10 lessons which build upon each other.

## Award

On completion of this course participants will be awarded a Diploma in Leadership and Management conferred by Austin Peay State University, USA and CPD UK in collaboration with Upskillist.

## Accreditation

This course is accredited by Austin Peay State University and participants will receive an accredited certificate assessed by global academic partners, Austin Peay State University and the CPD Certification Service.

**Austin Peay State University** – Located in Tennessee, USA Austin Peay State University has certified this course that provide students with the skills, adaptive thinking and habits of mind it will take to lead the way in a constantly changing world.

**CPD** – There is an increasing expectation for professionals to undertake Continuing Professional Development regardless of industry sector, career level, job role and responsibilities. This course has been formally certified by CPD and completed diplomas bear the CPD approved logo.

### **What is covered**

The course is made up of 4 modules with each module having 8 lessons with the exception of module 1 that has 10 lessons.



## **Module 1: Introduction to Leadership & Management**

### **Lesson 1: Are you a manager or leader?**

This lesson is aimed at understanding the differences between management and leadership functions. It further looks at the growth and fixed mindset models and how managers/leaders should apply these models. Finally, it explores SMART goals and why managers/leaders need to be part of the 8% of people who reach their goals.

### **Lesson 2: Management competencies and why they matter**

This lesson focuses on understanding the difference between skills and competencies. It further dives into key competencies required from managers and leaders and investigates the best practices for using and developing these competencies. Finally, the lesson explores different types of leaders and well-known examples.

### **Lesson 3: Why is leadership so important in the workplace?**

This lesson explores the reasons why effective leadership makes a difference to an organization. Managers and leaders need to understand the impact leadership makes and the impact of negative leadership. It further explores the key dimensions of leadership and the approaches to focus on to become successful leaders. Finally, the lesson explores how leaders can lead with resolve and humility.

### **Lesson 4: What kind of leader are you?**

This lesson builds on the knowledge gained from lessons 1 to 3 and dives into different types of leadership approaches. It further explores the important differences between transactional and transformational leadership.

### **Lesson 5: Key principles of leadership each leader should know**

This lesson aims to provide leaders and managers with the soft skills needed to lead teams effectively and focuses on how to be a respectful manager or leader. It further focuses on building and maintaining trust with a team, and finally, explores how managers and leaders can take responsibility and lead with courage.

### **Lesson 6: Be a leader that works to create a healthy company culture**

Culture is one of the most important features of an organization. This lesson focuses on providing managers and leaders with the tools needed to manage culture, the impact of culture and leadership and how to change an organization's culture. Finally, the lesson explores the role of the leader/manager in creating a vision and mission linking to the organizational culture.

### **Lesson 7: Be a leader that promotes diversity**

Diversity management is a key management and leadership competency. This lesson looks at the concept of diversity and how it can be managed effectively. It further explores the challenges managers and leaders face when managing diversity and, finally, discusses diversity audits.

### **Lesson 8: Leaders empower by using innovation and creativity**

This lesson explores the need for managers and leaders to understand the role of innovation and creativity in the workplace. It aims to provide managers and leaders with the skills required to promote innovation and creativity in the workplace. Finally, the lesson explores the importance of knowledge sharing and collaboration.

## **Lesson 9: The reason why top leaders/manager master the art of communication**

The art of effective communication is more relevant than ever. This lesson explores the importance of communication in the work environment as well as key communication tools for managers and leaders. Finally, it investigates effective presentation skills.

## **Lesson 10: How to be a leader that understand different personality types**

Managing people is key for any manager or leader. This lesson dives into the different management and leadership techniques needed to manage extroverts and introverts. The perception theory is explored to understand how managers and leaders think. Finally, the importance of bias management is outlined and discussed.



## **Module 2: Intermediate in Leadership & Management**

### **Lesson 1: Lead any team with confidence and strategy**

The management and leadership of teams are essential to the success of any organization. Managers and leaders need the skills to lead any team with confidence and strategy. This lesson provides tools required to better approach team management and explores delegation and team management tools.

### **Lesson 2: Develop your coaching skills**

Taking control of their coaching skills is vitally important for managers and leaders. To be an effective coach, the necessary skills must be developed and practiced. This lesson gives insight into coaching, coaching skills, and how to prepare as a coach.

### **Lesson 3: Your guide to EQ and how to use persuasion**

This lesson explores the concept of emotional intelligence - exploring the difference between EQ and IQ, EQ tools and the use of persuasion. This lesson is fundamentally important for managers and leaders - one that should probably be shared with teams.

### **Lesson 4: Why managers and leaders need to master the skill of conflict management**

This lesson deals with conflict management, terms and approaches. It starts with the importance of conflict management, explores how to negotiate in conflict situations and how to be assertive. The lesson aims to assist new managers and leaders in understanding these concepts and help experienced managers and leaders refine their skills and approaches.

### **Lesson 5: Why leaders invest in learning and development**

Learning and development is not just a task for the human resources department of an organization. Companies and employees need managers and leaders to invest in training and development, which means that leaders and managers must understand their importance and how to approach different tasks. This lesson explores building a learning culture and learning and development fundamentals.

### **Lesson 6. Lead with vision, values and purpose**

This lesson explores the importance of vision, values, and purpose. It further looks at strategic alignment and how to use a company vision to build long-term purpose.

### **Lesson 7: How to lead and manage the company culture**

Culture management impacts so many aspects of an organization: the employees it attracts, the performance of employees and ultimately, its profits. Managers and leaders need to get involved in this aspect as early as possible. This lesson explores organizational culture, barriers to change and the role of the manager and/or leader.

### **Lesson 8: Employee engagement**

Organizations often fall short in the area of employee engagement - an aspect of team management that requires attention and involvement from the manager/leader. This lesson explores several aspects related to employee engagement and provides tools to get started.

## **Module 3: Advanced in Leadership & Management**

### **Lesson: The importance of diversity management**

Diversity management is a vitally important topic to discuss. Employees, customers, and other stakeholders look at how an organization manages and promotes inclusion and diversity. Diversity and inclusion programs are non-negotiable, and managers and leaders must become involved. This lesson provides insight and tools to approach diversity and inclusion management with confidence.

### **Lesson 2: Organizational design**

Organizational design is a topic that often receives insufficient attention in management and leadership training. Managers and leaders need a basic understanding of how to set up an organization to understand the flow of communication, work, and to be in a position to identify any areas that need attention. This lesson explores the concept of organizational design and its various facets.

### **Lesson 3: How to be strategic**

Effective strategic thinking and planning can take any manager or leader to the next career level. This lesson investigates the tools needed to expand thought processes and planning ability and further explores efficient time management.

### **Lesson 4: Invest in your career path**

Many of us feel stuck in our careers at some point. This lesson explores the concept of a career path, creating a career plan as well as what to consider when changing a current career path.

### **Lesson 5: Personal branding**

In a competitive work environment, personal branding can be a key success factor and differentiator. This lesson looks at the importance of personal branding, how to network, and how to attract the attention of organizations as potential employers.

### **Lesson 6: Stress management for the workplace**

Stress is almost an accepted aspect of today's often tough employment environment. This lesson looks at the impact of stress on the body and mind and explores methods of coping with and managing stress. This lesson enables you to create a plan for your own stress management as well as workshops and coaching sessions for employees and teams.

### **Lesson 7: It is all about the skills**

The fast-paced change to the labour environment (through technological and other advances) makes upskilling and reskilling of employees, managers and leaders to be fit for the future job market, vital for almost every organization. This lesson looks at essential skills, the need for reskilling, and the skills of the future.

### **Lesson 8: Build your resilience**

This final lesson of Module 3 focuses on resilience. Resilience allows individuals to overcome obstacles and grow and is something that needs to be invested in, for it to be part of an organization's culture. This lesson explores what resilience is, how to build resilience and concludes with practical activities.

## **Module 4: Proficient in Leadership & Management**

### **Lesson 1: We're going virtual**

With the changing face of the global work environment, working remotely has become the norm rather than the exception for many organizations and employees. Mastering virtual tools as managers and/or leaders is therefore non-negotiable. This lesson delves into what virtual management and leadership mean in the business world.

### **Lesson 2: Team tools to use for modern managers and leaders**

Building on the discussion in the first lesson, the second lesson of Module 4 explores the importance of virtual interviews and what the onboarding process in an organization typically encompasses. Effective interview and onboarding tools and processes are vitally important in a changing environment and managers and/or leaders may require upskilling in these areas.

### **Lesson 3: Remote team management**

This lesson builds on the concept of onboarding, as discussed in the second lesson of Module 4. It explores virtual onboarding and how to manage different personalities online. Finally, the lesson deals with the important issue of mental health in a work environment.

### **Lesson 4: Psychological safety**

Psychological safety is one of the most important aspects of a team environment - allowing a team to outperform others. It allows for the creation of an ideal work environment for employees. This lesson explores this very important concept and provides workshop examples to use with any team.

### **Lesson 5: Team building tools**

Whilst team building events usually provide opportunities for social interaction between co-workers, they often miss the mark when meeting other organizational objectives. This lesson looks at planning and hosting effective team building events that will provide a greater return on investment for an organization.

### **Lesson 6: Strategic awareness**

This lesson focuses on the importance of strategic awareness in the business world. It further explores the concept of strengths-based leadership and why it can be so impactful.

### **Lesson 7: Adaptive leadership**

Adaptive leadership allows managers and leaders to be flexible and prepared for unexpected contingencies. This lesson focuses on adaptive leadership and builds on concepts and terms learned in previous lessons.

### **Lesson 8: Scanning the environment**

This final lesson of the course focuses on how to scan the environment and explores the importance of looking for opportunities and staying ahead of competitors.



## Course Delivery

Each module consists of: -

- On demand lecture/presentation of each lesson
- Weekly assignments
- A module assignment
- Webinar slides
- Summary notes

## Course Summary

<b>Location:</b>	Virtual / Online
<b>Duration:</b>	2 Months
<b>Cost:</b>	US\$ 375.00
<b>Dates:</b>	15 <sup>th</sup> May – 14 <sup>th</sup> July, 2023

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