

COURSE: Leadership and Management

LENGTH OF COURSE: One day to a week depending on the depth of individual knowledge required.

LEARNING OBJECTIVES: Understanding self and others, the development of effectiveness of teams, their management and the use of a variety of leadership skills.

COURSE DESCRIPTION: The course will help the manager understand the key principles for motivating others

- Be Motivated Yourself
- Create the environment from which people are motivated
- Select people who are highly motivated
- Set SMART realistic and challenging targets
- Remember that progress motivates
- Involve people in the process and develop shared vision and buy in
- Give recognition
- Explain the process in ways that has meaning for them and always explain the reasons
- Always address the concerns of stakeholders

Situational leadership can be considered in longer course units including

- Summary of Relationship among power bases
- Readiness levels
- Leadership Styles
- Relationship behaviours

COURSE OUTCOME: Sufficient knowledge to understand the basic principles of business leadership and through this better management skills.

SUITABLE FOR: Entrepreneurs, small business owners and all managers.