



# Institute for Capacity Development (ICD)

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## **Business Leadership: Becoming Management Material**

### **Course Objectives**

Upon successful completion of this course, participants should be able to:

- Discover how they can prepare for and embrace the forces of change
- Lead others to get extraordinary things done.
- Set goals, lighting a path, and persuading others to follow.
- Get their message out in a way that inspires, make the most of their limited time, and build roads to precious resources.
- Negotiate alliances, improve their colleagues, and align the ambitions of the many with the needs of the organization.
- Create a vision and get others to commit to it

### **Target Groups**

- Business Leaders
- Business Managers
- HR Officers
- Training Officers
- Administrative Officers
- Departmental heads
- Training and HR Officers

### **Course Outline**

- What is a Learning Organization?
- Achieving Personal Mastery
- Personal Vision and Values
- Analyzing Mental Models
- Achieving a Shared Vision
- Team Learning
- Understanding Leadership
- Managing Performance
- Image Identification
- Building Trust

- The Cycle of Trust and Performance
- Managing Change
- Key Factors in Successful Change
- Time Management Tips and Tricks
- Getting Things in Order
- Mastering E-mail
- Managers vs. Leaders
- Types of Thinking
- Influence Strategies
- Managing Relationships
- The Relationship Cycle
- Coaching Through Conflict
- Validating Personal Conflict Strategies
- Preparing for Conflict
- Managing Stress
- Systematic Problem Solving
- Personal Problems
- Strategic Planning
- SWOT Analysis
- Individual Analyses
- Doing Delegation Right
- Criteria for Useful Feedback
- Feedback Techniques
- Mastering Your Body Language
- Meeting Management
- Preparing for Meetings
- Managing Meetings
- Presentation Tips
- Personal Development
- Action Planning

Dates: 12<sup>th</sup> – 16<sup>th</sup> February 2018

Duration: 1 Week

Course Costs: US\$2550

Venue: Pretoria, RSA