



TRAINING UNLEASHING YOUR POTENTIAL



Imsimbi Training proudly presents

Management & Leadership – 3 days

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 Contributor BBBEE company and 51% black owned.

This course is accredited by the Services Seta and the material covers unit standards 15224 at NQF Level 5 worth 4 credits and 120300 at NQF Level 5 worth 8 credits.



COURSE OBJECTIVES

Management and leadership expertise is the single most important factor for the advancement and success in your management career. This course will ensure that you take your personal leadership style and competencies to new levels of success. The course is designed for managers with some experience who wish to find their own voice and deepen their management and leadership expertise.

Good leadership ability coupled with solid management skills can have a significant impact on your workplace effectiveness and consequent career advancement. Leadership and management skills can be developed to assist managers with achieving their ultimate career goals and in being more effective and productive to their organisation. Your management and leadership competencies always need to be improved and deepened throughout your leadership journey and career. This course is designed for middle managers. A separate supervisory course is available for supervisors.

COURSE OUTCOMES

- The aim of this course is to strengthen your current management and leadership skills with a more advanced and defined leadership capability.
- This comprehensive management course has been designed to enhance and build on your current management and leadership competencies.
- It will help all managers and leaders develop the essential skills to influence and motivate their staff to achieve exceptional performance.
- Leadership is built on solid management skills, which this course will deepen.
- This foundation provides the essentials necessary for supporting and sustaining your management qualities and performances.
- A number of management techniques and skills are covered.
- Maintaining a balance between achieving results and developing your people is the key to successful management.
- This course increases your awareness of your current leadership style and abilities.
- You will also appreciate the impact your leadership style has on those who work with you.
- This course will take your management and leadership ability to new heights.



COURSE OUTLINE

MODULE 1: Self-awareness

- Self-awareness and Mindfulness
- Johari's window
- Enneagram Personality Test – 6 page assessment & analysis
- Self awareness – understanding my blind spots & compulsions
- How your personality affects your leadership style
- The 9 Enneagram Personalities – Understanding my Colleagues
- Understanding your subordinates' personalities so as to lead them more effectively

MODULE 2: The Management Functions

- Planning & Organising
- Mastering planning tools for leaders
- Being organised and efficient – organising
- Organising my department

MODULE 3: Team Building and Trust

- Groups versus teams
- Establish and maintain productive working relationships in your team
- Identify barriers to effective teamwork and discuss and implement solutions
- Creating effective, high performance teams
- Building trust and collaboration in teams
- Steve Covey's - Speed of Trust model
- How trustworthy are you? The Covey trustworthy assessment
- Am I a trustworthy leader?



- Stress the importance of and apply various methods of handling conflicts promptly
- Effective Conflict management techniques

MODULE 4: Leadership roles and qualities

- Leadership traits and qualities – an assessment of my leadership strengths
- Leadership roles and leadership qualities – an assessment
- Authority and responsibility
- Understand the difference between management and leadership
- Management functions versus leadership functions
- Audit of good interpersonal and bad interpersonal skills

MODULE 5: Leadership Styles

- The trait leadership model
- Behavioural Leadership model
- Mis-leaders
- Multipliers and diminishers
- Apply the situational leadership model
- The need to adapt your leadership style according to the needs of various subordinates
- Apply the Servant Leadership model

MODULE 6: Decision making

- Consultative decision making
- Develop plans and objectives in consultation with the team
- Handle challenges through an effective problem solving technique
- Practice lateral thinking in responding to challenges requiring creative solutions
- De Bono's lateral thinking model
- How your mind works



- Discernment and decision making – your gut feel

MODULE 7: Motivating your staff

- Building Relationships
- Maslow's hierarchy of motivational needs
- Herzberg's motivational factors
- Motivating your staff by showing appreciation
- Give your staff an A

MODULE 8: Delegation & Performance management

- Delegation
- Gopher and stewardship delegation
- 8 - Delegation steps
- Performance management – drawing up KPA's & KPI's
- Avoiding rating errors
- Giving constructive negative feedback
- The hamburger method
- My I statements
- One on one meetings with each subordinate

MODULE 9: Coaching & the Way Forward

- Dale Carnegie's leadership principles
- Coaching skills – 5 steps
- The grow model
- My vision and long term planning
- Goal setting
- 9 conditions of flow for leadership

