This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Practical Leadership

Course Specifications

Course number: 088615
Software: Microsoft Windows®
Course length: 1.0 day(s)

Course Description

Up to this point in your career, you have been a successful employee or individual contributor, or have recently been promoted to manager. You have developed skills to be successful in your field. In this course, you will learn the practical skills you need to be an effective leader in your organization.

Course Objective: You will learn practical leadership skills.

Target Student: New managers and individual contributors seeking to develop or enhance leadership abilities with practical skills.

Prerequisites: You should possess experience working in an organization as an individual contributor or possibly as a manager. In addition to this course, you may want to consider the following related courses: Basics of Effective Communication, Persuading Others, Recognizing Employee Performance, and Setting Performance Goals and Expectations.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

- Pentium 90 MHz or higher processor, or Macintosh PowerPC.
- Screen resolution of 800 x 600 set to 256 colors.

Software Requirements

- Windows® 95, Windows® 98, Windows® 2000, Windows® ME, Windows® NT 4.0, Windows® XP Home Edition, or Windows® XP Professional.
- Microsoft Internet Explorer 5.0x, 5.5, 6.0; or Netscape Navigator (excluding 6.0 and 6.1).
- Adobe Acrobat Reader 6.0 or higher; Apple QuickTime 5.0 or higher; Macromedia Flash Player 6.0.79 or higher; or Macromedia Shockwave 7.0.2, 8.0, 8.5, 8.5.1 or higher.
- Turn off pop-up blocking. (Windows XP with Service Pack 2 Internet Explorer users only).

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Describe the transition from your role of individual contributor to that of a leader.
- Develop an effective team.
- Identify techniques for leading diverse groups to achieve business results.
- Identify skills required to focus and lead your team to achieve business results.

Course Content

Lesson 1: Transitioning from Individual Contributor to Leader
Topic 1A: Define Leadership
Topic 1B: Identify Your Leadership Style
Topic 1C: Redefine Your Role

Lesson 2: Developing an Effective Team
Topic 2A: Develop an Effective Team
Topic 2B: Coach for Performance
Topic 2C: Influence for Results
Topic 2D: Empower Your Team Members
Topic 2E: Lead Your Team Through Organizational Change

Lesson 3: Leading Different Types of Teams
Topic 3A: Work with Different Types of Teams
Topic 3B: Overcome Communication Barriers
Topic 3C: Overcome Issues Among Team Members

Lesson 4: Aligning Your Strategy for Business Results
Topic 4A: Identify Core Values
Topic 4B: Write a Vision Statement
Topic 4C: Establish a Mission
Topic 4D: Develop Goals

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (http://www.collegeafricagroup.com)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Learn to touch-type and be more accurate.
(Keyboarding)

EBOOKS AND ONLINE TAINING

Excel Essentials 2013 Ebook, workbooks, and solutions.
Excel Intermediate 2013 Ebook, workbooks, and solutions.
Excel Advanced 2013 Ebook, workbooks, and solutions.
Excel comprehensive online courses, email for more details.

CONTACT DETAILS

Arnold Muscat
Direct 083 778 4903
Email: sales@collegeafricagroup.com
Click to Join our Loyalty

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Call Centre: 0861 114 679
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