



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 - Leadership Skills

### Course Specifications

**Course Number:** ELK88–843

**Course Length:** 0.5 day(s)

### Course Description

**Course Objective:** You will develop critical leadership skills so that you are able to step forward with confidence as a leader in your organization. You will develop practical, necessary skills such as managing your time well, communicating effectively, and delegating work to others. You will also learn what great leaders know: how to hire the right people, how to facilitate productive meetings and handle conflict among team members, and how to coach people to give their best job performance.

**Target Student:** This course is intended for a wide range of senior managers and supervisors who seek advanced training in organizational leadership.

**Prerequisites:** To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge:

- What Good Managers Do: The First 100 Days

### Hardware Requirements

- At least 512 MB of RAM.
- A Pentium® III with 500 MHz (or better), or Macintosh® Intel-based or PowerPC G4 (or better) processor.
- A monitor capable of 1024 x 768 screen resolution and 32-bit color display.

## Software Requirements

Each computer requires the following software:

- Microsoft® Windows Vista®, Windows® XP (Professional or Home Edition), Windows 2000, or Apple® Mac OS® X 10.4 (or higher).
- Microsoft® Internet Explorer® 7 (or higher), Mozilla® Firefox® 2 (or higher), or Apple® Safari® 2 (or higher), with pop-up blocking turned off.
- Adobe® Flash® Player 8 (current version recommended).

## Course Objectives

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

- Learn to position yourself to lead.
- Learn to build a winning team.
- Learn to lead with confidence.

## Course Content

### Lesson 1: Position Yourself to Lead

Topic 1A: Understand the Changing Role of Supervision

Topic 1B: Build Your Confidence and Self-Esteem

Topic 1C: Lead Organizational Change

Topic 1D: Manage Your Time

Topic 1E: Communicate Effectively

### Lesson 2: Build a Winning Team

Topic 2A: Delegate to Succeed Through Others

Topic 2B: Coach to Improve Performance

Topic 2C: Conduct Valuable Performance Reviews

Topic 2D: Build a High-Performing Team

Topic 2E: Select and Hire Winners

### Lesson 3: Lead with Confidence

Topic 3A: Facilitate Productive Meetings

Topic 3B: Manage Conflict

Topic 3C: Create a Motivating Environment

Topic 3D: Establish Goals and Action Plans

Topic 3E: Earn Followers in Your Leadership Role

## 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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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.



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