



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 - Developing Yourself as a Leader

Course Specifications

Course Number: ELK88–484

Software: PowerPoint®

Course Length: 1.0 day(s)

Course Description

This course will provide the methods to perform a personal assessment so that new managers can identify areas for improvement and apply strategies to develop and grow their leadership capabilities. Course Objective: You will identify strategies that will help you develop as an effective leader.

Target Student: This course is intended for first-time managers, team leads, and individual contributors on techniques and best practices for continual improvement of themselves as leaders.

Platform Requirements

Prerequisites: There are no prerequisite skills needed for this course. Suggested courses include Practical Leadership, Leading and Managing Teams, and Emotional Intelligence for Managers.

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 Objective:

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

- Assess your leadership capabilities.
- Establish your leadership development plan.

Course Content

Lesson 1: Assessing Yourself as a Leader

Topic 1A: Assess Your Leadership

Characteristics

Topic 1B: Assess How Others See Your Leadership

Topic 1C: Assess Your Environment

Lesson 2: Establishing Your Leadership Development Plan

Topic 2A: Identify Your Destination

Topic 2B: Establish Your Road Map

Topic 2C: Build a Leadership Development Plan

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 Advanced 2013 [Ebook](#), workbooks, and solutions.
Excel comprehensive online courses, email for more details.



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