



Advanced Skills for Managers Course Outline



Duration: 2 Days

Course Overview and Objectives

At its core, leadership means setting goals, lighting a path, and persuading others to follow. But the responsibility entails much more.

By accepting the challenge to lead, you come to realise that the only limits are those you place on yourself.

This workshop is a tool for your leadership development. It is designed to help you create and accomplish your personal best, and to help you lead others to get extraordinary things done.



Employees who believe that management is concerned about them as a whole person - not just an employee - are more productive, more satisfied, more fulfilled. Satisfied employees mean satisfied customers, which leads to profitability.

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Advanced Skills for Managers

Module 1: The Learning Organisation

Module 2: The Five Disciplines

Module 3: Types of Thinking

Module 4: Leadership

Module 5: The Five Practices

Module 6: Trust and Change

Module 8: The Four Room Apartment

Module 9: Time Management

Module 10: Managers vs. Leaders

Module 11: Influence Strategies

Module 12: Relationships

Module 13: Problem Solving

Module 14: Strategic Planning

Module 15: Delegation

Module 16: Criteria for Useful Feedback

Module 17: Feedback Techniques

Module 18: Body Language

Module 19: Meetings

Module 20: Skillful Speaking

Module 21: Personal Development

SAQA US ID: 10981 - Supervise work unit to achieve work unit objectives (individuals and teams)