

Business Leadership: Becoming Management Material

This Course 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.

What Will Students Learn?

- ✓ Define your role as a manager and identify how that role differs from other roles you have had.
- ✓ Understand the management challenge and the new functions of management.
- ✓ Discover how you can prepare for and embrace the forces of change.
- ✓ Identify ways to get you and your workspace organized and get a jump on the next crisis.
- ✓ Identify your leadership profile and explore ways to use this knowledge to improve your success as a manager.
- ✓ Enhance your ability to communicate with others in meetings and through presentations.
- ✓ Create an action plan for managing your career success.

What Topics are Covered?

- ✓ Learning organizations
- ✓ Peter Senge's learning disciplines
- ✓ What leadership is and is not (including servant leadership)
- ✓ Kouzes and Posner's five leadership practices
- ✓ Core skills like communication, body language, delegation, meetings, and time management
- ✓ Understanding the trust cycle and building trust
- ✓ Managing change
- ✓ SWOT analysis and problem solving
- ✓ Giving effective, constructive feedback
- ✓ Building good relationships

What's Included?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes
- ✓ Specialized manual and course materials
- ✓ certificate of completion

Pre-Registration Information

Yes! I would like to attend the Short Course IN **Business Leadership!** Sign me up .

310 Oak Avenue, NBS Building 3rd floor Randburg.

Accreditation : SETA : 12255

Bankseta : Bank-Corne180502

- All Training are from 8:30 a.m -2: 30 PM
- Cost: R 1300. Per person.
- Prices and dates are subject to change.

Banking Details

Account Name : Cornerstone Supreme

Account Number : 62653109283

Bank : FNB

Branch Code : 620

NB : WE CAN BE REACHED ON THE

0861961961 OR WHATSAPP :

0718374853

