



## Leadership & Management Course Outline

The course has been developed to meet the growing needs of the industry in leadership and management skills. It is designed to facilitate a deeper level of thinking around leadership and management, and its effect on the business. The course is aimed at individuals in supervising or management positions.

### Course Overview:

The course is based upon the participant learning the following;

- Monitor and control a business enterprise
- Lead others to complete routine task
- Demonstrate knowledge in communication and interpersonal skills

The course is a four day course. Participants are expected to attend all of the seminars and workshops, as well as conduct assignments and exercises. Moreover, the participants are expected to practice the skills learned in the seminars and workshops.

### Main Topics and Learning Objectives

The course is given as a part of certificate level and as such will focus on furthering participants' knowledge and analytical skills within the area. After completion of the course the participant should be able to;

- Demonstrate analytical and practical skills in employee motivation and performance management
- Lead others to complete task
- Monitor and control business performance
- Demonstrate knowledge in communication and interpersonal skills

### Certification

On the successful completion of the course, the participant will be provided a certificate of achievement.

### Progression pathways/continuing education

After completion of the course the participants will be able to work as a manager.

