PetroCONNECT proudly presents
Management & Leadership Development – 3 DAYS

PetroCONNECT Academy is a fully accredited training provider with the WR SETA, number 786

This course is accredited by the WR SETA, and the material covers unit standards 15224 at NQF Level 5 worth 4 credits and 120300 at NQF Level 5 worth 8 credits.

COURSE OBJECTIVES

Management and leadership expertise is the single most important factor for the advancement and success of your management career. This course will ensure that you take your personal leadership style and competencies to new levels of success. The course is designed for managers who wish to find their own voice and deepen their management and leadership expertise.

Good leadership ability coupled with solid management skills can have a significant impact on your workplace effectiveness and consequent career advancement. Without these core competencies under control, the workplace can be an extremely harsh environment. Leadership and management skills can be developed to assist managers with achieving their ultimate career goals and in being more effective and productive in their organisation.

COURSE OUTLINE

Understand a range of leadership skills
- Use the skills and processes presented and techniques to improve the quality of leadership
- Explain the benefits of having effective leadership in the organization

Leaders are creating & communicating meaning
- Leaders can make the important things clear
- Leaders can make the meaning of the organization clear through the mission and vision that they communicate

Leaders have an external focus
Great leaders look outside their organization at:
- Threats
- Opportunities
- Benchmarked Information
- Happy & Loyal Customers

Leaders have a genuine caring about people
Great leaders want to:
- Know their people
- Show that they care about their people
- Involve their people
- Trust and value their people
- They provide Motivation
- They create trusting and empowered teams

They provide Inspiration
- These leadership skills allow ordinary people within the organization to produce extraordinary results over the long term

Understanding leadership
- Leadership is the essential ingredient that turns visions and plans into reality
- Effective leaders harness the energies and gain the commitment of their people towards great achievements

What makes an effective leader?
- The factors that make an effective leader can be classified under three headings:
- Traits or characteristics they exhibit
- Behaviors that they show
- Situations they find themselves in

COURSE OUTCOMES

- Self–awareness
- Myers Briggs Personality Profile
- Describe and apply the situational leadership model
- Describe and apply various leadership styles for differing employees
- Leadership traits and qualities
- Leadership roles and leadership qualities
- Understand the difference between management and leadership
- Being able to apply effective management skills
- Planning tools for leaders
- Being able to apply effective leadership skills
- Establish and maintain productive working relationships
- Identify barriers to effective teamwork and discuss and implement solutions
- Creating effective, high-performance teams
- Building trust and unity in teams. Steve Covey's Speed of Trust model
- Develop effective delegation skills
- Develop effective performance management skills
- Provide mentoring and coaching support to team members
- Develop plans and objectives in consultation with the team
- Stress the importance of and apply various methods of handling conflicts promptly
- Conflict management techniques
- Understand and apply disciplinary principles when necessary
- Handle challenges through an effective problem-solving technique
- Practice lateral thinking in responding to challenges requiring creative solutions
- Being able to apply the decision-making steps
- Manage change by encouraging individuals to express fears
- Creating a legacy- why do leaders develop the members of their team?
- Describe and implement various methods to motivate and recognise staff