

# Leadership (E-Learning Course)



R 1, 250 Ex VAT



Course time: 225 mins



License valid for 14 days

## About the Course

Leadership is all about managing, leading, inspiring, motivating and disciplining a team. If done poorly, the spiralling effects can result in a decline in team performance, stress for the manager, and possibly the loss of star performers. All the added responsibilities and the pressure of having to achieve results through others can leave managers feeling overwhelmed and stressed.

This Programme will help you to understand and master the managerial role and pave the way for you to mature into a great leader within your organisation.

## Who Should Attend

New and Existing Managers.

## Modules That Form Part of the Course

MODULE NAME	ABOUT THE MODULE	MODULE DURATION
Performance and Feedback Coaching	According to the International Coaches Federation, coaching is partnering with individuals in a thought provoking and creative process that inspires them to maximise their personal and professional potential. This is particularly important in today's uncertain and complex work environment. This course is designed for managers seeking new approaches to enhance employee performance.	10 Minutes
Building and Managing Your Dream Team	Managers must build high performing teams and then work through their people, because they can't do everything themselves; especially at a time of rising workplace demands. Building a high performing team takes time and effort.	10 Minutes
Key Tools and Knowledge of Motivation	Employee motivation is essential to an organisation's success. At the most basic level, it stems from our unmet needs, meaning that motivation is different for everyone, and will change for an individual over time. In addition to recognising these various unmet needs, we must also successfully balance different types of rewards, perceptions, and expectations. Through reinforcement and the creation of strong goals, we can better motivate our employees.	15 Minutes
How Perceptions and Expectations Affect Motivation	When considering motivation, it's important to understand how perceptions and expectations affect you. While meeting your basic needs can fuel motivation, it's also important to recognise how perception of fairness can interfere with motivation. Equity theory provides an understanding of how getting rewarded for your efforts can affect motivation.	10 Minutes
Motivation - Process-Based Theory	Motivation is key to your organisation. It's what fuels good ideas, drives hard work, and encourages team work. There are many theories that view motivation as an action aimed at satisfying a need. However, there is other research that views motivation as a rational process. It claims that individuals analyse their environment, develop thoughts and feelings, and react in certain ways. Process theories attempt to explain the thought processes of individuals who demonstrate motivated behaviour.	15 Minutes
Motivation-Expectancy Theory	To motivate your employees, properly using process-based theories, such as expectancy theory, is extremely beneficial. Managers often struggle to motivate employees due to perceptions of unfairness, the lack of awareness of employee expectations on the part of the manager, and the reinforcement of negative behaviours. Understanding process-based theories such as expectancy and reinforcement theories offers managers to know how to motivate employees.	20 Minutes

*Please note that this course is made up of a series of short modules, and is not an exhaustive, in depth look at this topic.*

## Modules That Form Part of the Course (Continued)

MODULE NAME	ABOUT THE MODULE	MODULE DURATION
Planning at the Top and Senior Level	When we talk about planning, we usually start at the very top level. The top level is typically responsible for developing what we call the strategic plan or the overall company direction. This plan needs to grow out of an organisation's mission. Executing a strategic plan requires commitment—not only from the top level, but from all levels of the organisation.	10 Minutes
Managing Team Development	Teams are groups of individuals who have come together under a common goal. For a team to function well, the members must develop personal relationships with each other, and as we all know, relationships do not happen overnight. There is a series of phases that happen before people make that kind of connection with each other. It is part of your job to guide and develop these connections.	10 Minutes
Increasing Team Effectiveness	A coherent work team can be invaluable to any business. However, when a team is ineffectively managed, it can interfere with productivity. You should understand the ways you can build and manage a team, so that it is a benefit rather than a detriment.	10 Minutes
Key Tools and Knowledge for Team Leading	What key tools and knowledge is really necessary to successfully create and lead a team? If that seems like a daunting challenge, you're right! There are many areas to consider when tasked with creating a team, beginning with the pros and cons of teamwork.	15 Minutes
Top 10 Mistakes of Managers	Moving into a management position brings many new challenges and rewards. As you learn to navigate your new role as a manager, you will naturally make some mistakes. Knowing what some of the most common mistakes are can help you avoid problems in advance.	10 Minutes
Strategic Planning at its Best	The most successful businesses are ones that fully understand their largest goals, the hopes for growth, and the vision of the business as a whole. Strategic planning is a necessary part of the processes behind this kind of success. It helps make employees feel like a part of something important rather than one person with one job to do. It helps managers and employees know specifically what they need to do in order to help the business grow.	10 Minutes
Implementing the Strategic Plan	A strategic plan is the broadest level of a company's planning. It provides a high-level view of the steps a company will take to achieve its long-term organisational goals. As a manager, you will be asked to help implement some or all parts of a strategic plan. You need to be able to develop a plan to achieve your company's strategic goals.	5 Minutes
Become an Effective Leader - Part One 2019	As a leader, you will have to fulfil many roles - You will serve as a role model for the people who work for you, coordinate their work, resolve their conflicts, promote their growth and development, and motivate them to achieve superior performance. At first, this can seem like an impossible position, but with an awareness of the factors and traits that influence your success, you will be well-equipped to meet the challenge.	10 Minutes

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## Modules That Form Part of the Course (Continued)

MODULE NAME	ABOUT THE MODULE	MODULE DURATION
Become an Effective Leader - Part Two 2019	Successful leaders do not achieve success through chance. They understand the nature of leadership and have developed techniques for managing their teams effectively. On the other hand, there are managers who never achieve the success they want to. Even though they may be highly knowledgeable, they fall victim to one or several of the common traps. With a good grounding of the do's and don'ts of management, you will be better equipped to succeed.	10 Minutes
Leadership versus Management 2019	Both leaders and managers play key roles in organisations. There is a space for both, but it is important to understand that there is a distinct difference between leaders and managers. In order to effectively lead, you must understand that leadership goes beyond merely telling a person a job that must be done. Leadership entails thinking more about the organisation as well as the individuals you lead.	10 Minutes
Managing Virtual Teams	There are many reasons to use a virtual team over an in-house one. Long-distance collaboration, easier hiring and reduced costs. That's why there has been an 80% increase in telecommuting staff over the last few years. However, its something that can so easily go wrong. Find out how to stick with the trend and avoid the pitfalls.	10 Minutes
Inspirational Leadership 2019	Whether at home, in the workplace or in pursuit of our passion, we can all benefit from becoming better leaders. If you've just been promoted to a management position responsible for the performance of others or if you have been appointed team leader on a project and want to get people working towards a common goal, you need to use leadership skills.	30 Minutes
The Mindful Leader	If you want to refresh your focus, and become a better leader, you need to develop mindfulness. This course will teach you all about the benefits of mindfulness, and we'll show you how it works.	5 Minutes

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