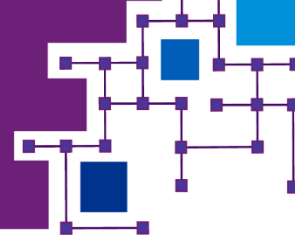


# Leadership & Supervisory Skills Training

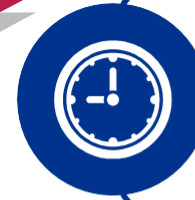


# The Training Overview



Creating people capability, Ensuring managers are thinking strategically and not Operationally is now a strategic priority for every Organization. **The Leadership & Supervisory Skills Training programme** is aimed at helping Managers and Supervisors to understand key concepts of Leadership that are vital to People management and Business growth

- The core skills curriculum for this training programme will cover key areas of Leadership including understanding Managing and motivating your Staff, Developing and leading your team, Change management and managing forces of change etc.
- The power skills curriculum will cover the skills required to deliver impact – Leading with Emotional Intelligence, Effective communication for leaders



*An immersive 12-hour programme– spread over 2 days*



*Access to E-learning content delivered during the training*

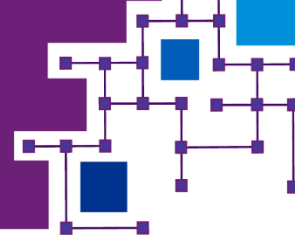


*Assignments, peer-to- peer engagement and industry leader interactions*



Participants will earn a certificate of Programme completion after the 2-day training

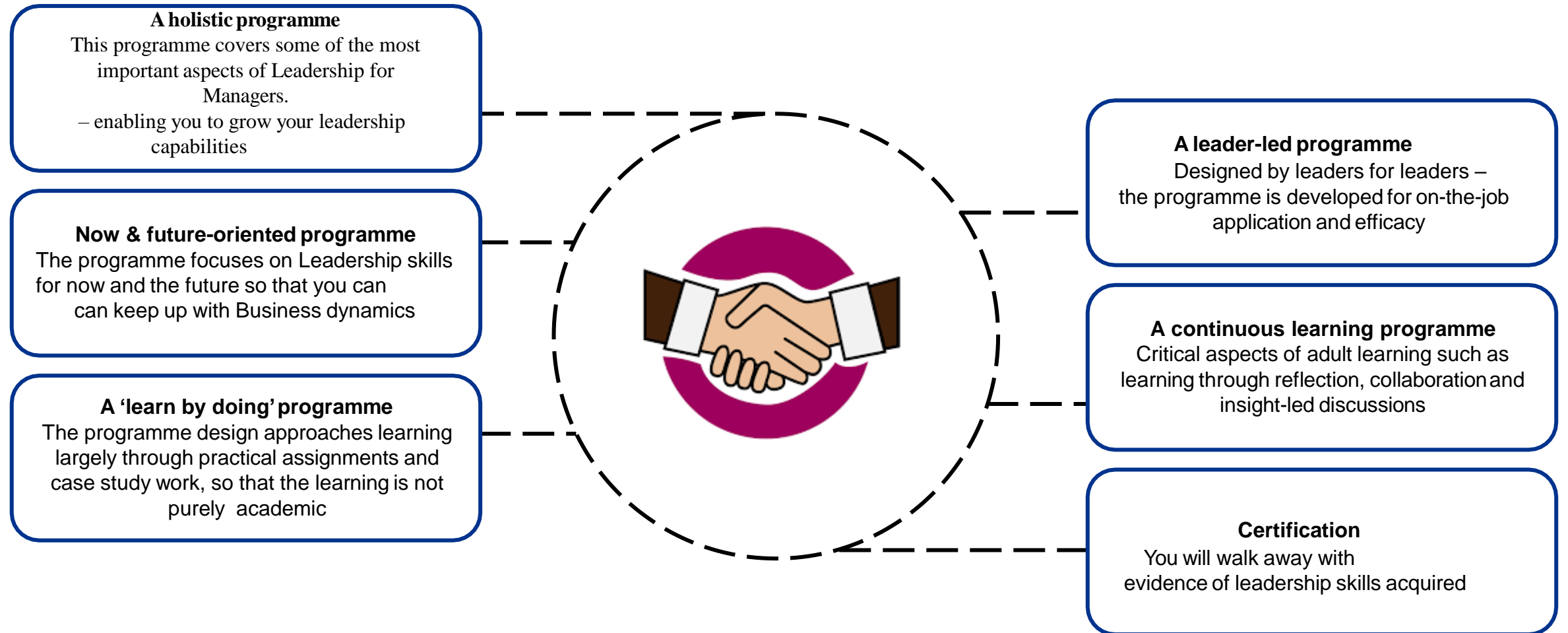
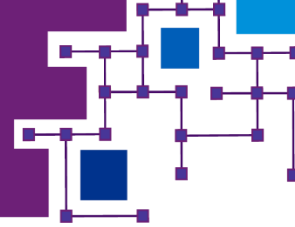
# The Unison Talent Management Advantage – Why us?



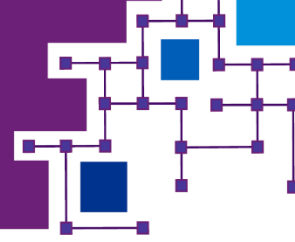
- We bring 2+ trainers with vast experience in the subject matter to one training room – That implies that participants have fun while catching experience from each trainer.
- E-learning – We don't just conclude with training; we also give participants access to training content in form of e-learning courses for a period of 1 month to ensure they embed and retain the behaviors trained.
- It's practical with us – No boring session and we also make sure participants are involved as much as possible



# Why this programme is key to your Leadership Career growth



# Programme curriculum



## Core skills

**Module 1** | Moving from Management to Leadership

**Module 2** | Managing & Motivating your Staff

**Module 3** | Understanding yourself, others and organizational culture.

**Module 4** | Change Management & Influencing forces of change

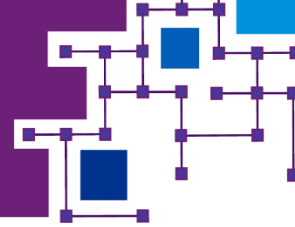
**Module 5** | Developing & Leading your team

## Power skills

**Module 6** | Leading with Emotional Intelligence

**Module 7** | Effective Communication - Communicating upwards & Downwards

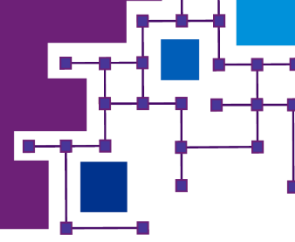
# Programme curriculum



## Core skills

| Module  | Learning Objectives  | Topics   | Assignment/Project   | Duration (hrs) |
|---|--|--|--|----------------|
| <b>Module 1: Moving from Management to Leadership</b> | Understand and appreciate the difference between Leadership and Management then make a deliberate transition to full leadership. | <ul style="list-style-type: none"> <li>• The Difference between Management and Leadership</li> <li>• Appreciating the Five Essential Leadership Approaches</li> <li>• Displaying Transformational Leadership Behaviors</li> <li>• 21<sup>st</sup> Century Leadership Requirements</li> <li>• Leadership and Organizational Politics</li> </ul>   | <ul style="list-style-type: none"> <li>• Case Study</li> <li>• Group discussion</li> </ul> | <b>1</b>       |
| <b>Module 2: Managing and Motivating Your Staff</b>   | Understand the key concepts of motivating yourself and those around you for greater results                                      | <ul style="list-style-type: none"> <li>• Delegating Effectively</li> <li>• Setting Goals, SMART Objectives and Personal Outcomes</li> <li>• Running Performance Appraisals that Really Work</li> <li>• Coaching, Mentoring and On-the-Job Training</li> <li>• Praising Effectively by Acknowledging and Celebrating Achievements</li> <li>• Managing Upwards and Saying ‘No’ Skillfully</li> </ul> | <ul style="list-style-type: none"> <li>• Case Study</li> <li>• Group discussion</li> </ul> | <b>2</b>       |

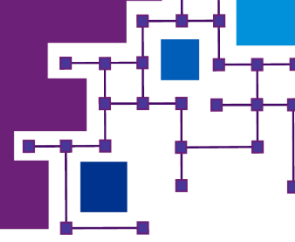
# Programme curriculum



## Core skills

| Module   | Learning Objectives   | Topics   | Assignment/Project   | Duration (hrs) |
|--|---|--|--|----------------|
| <b>Module 3:</b><br>Understanding Yourself, Others & Organizational Cultures | Learn about the key concepts of organizational culture as you seek to understand yourself and those around you. | <ul style="list-style-type: none"> <li>• Determining Your Own and Other's Personality Preferences</li> <li>• Using Personality Insights to Powerfully Influence Others</li> <li>• The Origin of Our Personal Attitudes and Resulting Behavior</li> <li>• Understanding the Nature and Types of Organizational Culture</li> <li>• Signs of a Healthy Organizational Culture</li> <li>• Maintaining a Supportive Organizational Culture</li> </ul> | <ul style="list-style-type: none"> <li>• Case Study</li> <li>• Group discussion</li> </ul> | 2              |
| <b>Module 4:</b> Change Management & Influencing forces of change            | Take participants through the dynamics of personal and organizational change & how to influence change          | <ul style="list-style-type: none"> <li>• Understanding Human psychology &amp; change management</li> <li>• Approaches to change</li> <li>• Accepting change</li> <li>• Communicating change as a leader</li> </ul>   | <ul style="list-style-type: none"> <li>• Case Study</li> <li>• Group discussion</li> </ul> | 1.5            |

# Programme curriculum

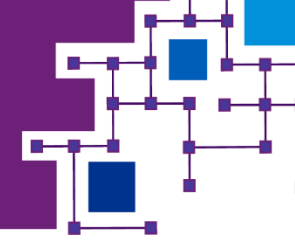


## Core skills

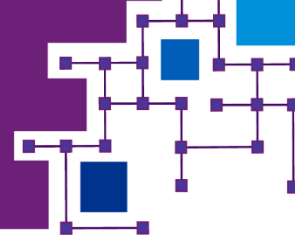
| Module  | Learning Objectives  | Topics   | Assignment/Project  | Duration (hrs) |
|---|--|--|---|----------------|
| <b>Module 5: Developing and Leading Your Team</b> | Build influence as a leader through individual accountability as well that of the team | <ul style="list-style-type: none"><li>• Understanding Team Roles and Playing to Your Staffs' Strengths</li><li>• Team Formation Stages and Team Dynamics</li><li>• Displaying the Relevant Team Leadership Style For Your Staff</li><li>• Motivation Techniques for Greater Commitment and Performance</li><li>• Knowledge Workers and the Psychological Contract</li><li>• Providing Effective Feedback and Criticism</li></ul> | <ul style="list-style-type: none"><li>• Case Study</li><li>• Group discussion</li></ul> | <b>1.5</b>     |



# Programme curriculum



| Power skills  |  |  |  |                |
|---|--|--|--|----------------|
| Module  | Learning Objectives  | Topics   | Assignment/Project   | Duration (hrs) |
| <b>Module 6:</b><br>Leading with Emotional Intelligence                               | Build a foundational understanding of Emotional Intelligence and participants through the different stages of emotional Intelligence             | <ul style="list-style-type: none"> <li>•Self-awareness</li> <li>•Self-regulation</li> <li>•Motivation</li> <li>•Empathy</li> <li>•Social skills</li> <li>•Achievement motivation theory</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Assignment   Personality test</b></li> </ul>   | 2              |
| <b>Module 7:</b><br>Effective Communication<br>-<br>Communicating upwards & Downwards | Walk participants through the Importance of effective communication .Effective communication tools and building a winning communication strategy | <ul style="list-style-type: none"> <li>•Role of Listening in Communication</li> <li>•Effective questioning, probing and acknowledgement</li> <li>•Assertive Communication</li> </ul>               | <ul style="list-style-type: none"> <li>• Case Study</li> <li>• Group discussion</li> </ul> | 1              |



## 2 DAYS PROGRAMME

### Face 2 Face: Leadership & Supervisory Skills Training

Investment per  
Participant

**UGX550,000 ONLY**

*Venue: Royal Suites Hotel*

#### **Includes:**

- *Tools for you to manage your teams effectively*
- *Certificate of completion*
- *Access to learning materials for 1 month in our Learning Management Platform*
- *Lunch and 2 tea breaks per day for 2 days*
- *Materials for use during training*
- *Free Access to future Webinars on Leadership*

# **Unison Talent Management**

**P.O.BOX 107151**

**Makindye, Kampala Uganda**

P: +256 777843453/+256 755385422

E: [alex@unisontalentmanagement.com](mailto:alex@unisontalentmanagement.com)