

# Leadership and Management

Course information



**tnta**  
THE NATIONAL TRAINING ACADEMY



# Overview

Leadership and management are not the same thing. They complement each other and often go hand in hand, but you can be a great leader without ever being a manager.

As a manager you will need to plan, organise, co-ordinate, monitor and delegate. As a leader you will need to inspire, empower, lead, influence and motivate. The key is to combine strong leadership with strong management and make sure that they complement each other.

This course is for managers, team leaders or anyone who is thinking of becoming a manager and/or a leader in the future.

## This course contains the following modules:

**Module 1 - Leadership** - In this module you will look at leadership, building confidence, leadership qualities and personality traits.

**Module 2 - What makes a great manager** - In this module you will explore the attributes of a great manager and behaviour traits you should look for.

**Module 3 - Group dynamics and management styles** - In this module you will look at team development, emotional intelligence and the six styles of management.

**Module 4 - Setting clear SMART objectives and action plans** - In this module you will look at setting objectives, the importance of planning, tools, and action plans.

**Module 5 - Organising your staff** - In this module you will look at organisation, time management, tools, targets and training, barriers, and organisational skills.

**Module 6 - 6. Effective monitoring tools** - In this module you will look at monitoring performance, supervision, monitoring tools and monitoring your own targets.