



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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Advanced Leadership Skills for Managers

Overview

In today's hyper-competitive business climate, effective managers are those who empower employees to achieve their full potential, while simultaneously driving organisational success. This course focuses on equipping managers with the skills to lead effectively, build strong teams, solve problems decisively, motivate employees, and communicate with impact.

Objectives

On completion of this course, delegates will be able to:

- Understand the role and characteristics of an effective leader.
- Apply leadership skills to create and implement vision and strategy.
- Build and motivate productive teams by recognising individual roles and priorities.
- Develop decision-making and problem-solving skills to manage challenges effectively.
- Motivate themselves and others to achieve goals and objectives.
- Lead teams successfully during periods of change and conflict.
- Apply time management and stress reduction strategies to enhance leadership effectiveness.
- Foster creativity, innovation, and continuous improvement within their teams.

Course Prerequisite

Ability to read, write and understand English

Language of Delivery

English

Delivery Methods

Course is facilitated by a competent subject matter trainer who utilises a combination of the following techniques to ensure that the session is practical and experiential:

- Discussion
- Role Play
- Exercises & Case Studies
- Videos & Slide Shows
- Games & Group Activities
- Written Questions
- Leadership simulations and practical problem-solving scenarios

Who should attend?

This course is designed for:

- Existing Managers
- Senior Supervisors
- Team Leaders
- Department Heads
- Professionals preparing for higher-level leadership roles

Course Outline

This course consists of the following 5 modules

Module 1	The Role of Leadership • Characteristics of effective leaders • Key leadership skills for modern managers • Creating a vision and setting goals • Communicating and supporting organisational vision • Implementing vision through practical action • Inspiring confidence and commitment in teams
Module 2	Employee Roles & Motivation • Understanding employee roles and priorities • Overcoming apathy and disengagement • Self-motivation for managers • Delegation for empowerment and efficiency • Setting and achieving goals with your team • Motivation strategies tailored to different personality types

Module 3	Problem-Solving & Decision-Making • Decision-making models and approaches • Leading during organisational change • Identifying and resolving conflict effectively • Turning failures and mistakes into opportunities for growth • Building resilience in your leadership style
Module 4	Leading by Example • Attributes and qualities of strong leaders • Conducting effective appraisals and performance discussions • Managing time and reducing stress as a leader • Setting the standard through role modelling • Balancing authority with approachability
Module 5	Getting the Best out of People • Adair's rules in motivating people • The 50:50 rule of shared responsibility in motivation • Avoiding common mistakes made by managers • Fostering creativity and innovation in teams • Developing a leadership legacy for long-term success

Additional Information

Duration	1 Day	
Includes	• Comprehensive Manual • Lunch & Refreshments (not applicable to on-site / online training)	• Electronic Certificate (on successful completion of the course) • Electronic Delegate Feedback Questionnaire