

Course Name: Leadership Skills for Non Supervisors

Course Summary:

This course is designed to assist anyone who wants to develop their leadership competencies. Leaders most often need to lead in situations where they must do so without official powers and authorities. This requires the ability to influence a wide range of individuals in a variety of situations.

Time –	Topics covered	Methodology
0800 – 0815	Introductions	Lecture Group Discussion
0815 – 0845	Defining the Terms: Manager, Supervisor, Leader, Subordinate and Peer	Lecture Group Discussion Demonstration
0845 – 0900	Traits of Effective Leadership	Lecture
0900 – 1000	Leadership Styles	Lecture Group Discussion Demonstration Group Exercises
1000-1200	Common Leadership Failures	Lecture Group Discussion Demonstration Group Exercises

1200-1300	Lunch	
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1300-1330	Stages of Team Development	Lecture Group Discussion
1330 – 1400	Ethics	Lecture
1400 – 1530	Trust/ Framework	Lecture
1530 – 1630	Team building Exercise	Demonstration Group Exercises
1630 – 1700	Personal Inventory Evaluations and conclusion	Lecture Group Discussion Evaluation