

LEADERSHIP AND MANAGEMENT DIPLOMA



LET YOUR BRILLIANCE SHINE

Program Overview

Effective Leadership is a combination of art and science. No doubt that of leadership is partially inherited but if you have the desire and willpower to develop and capitalize on what you already have, you can become an effective leader through training and development. Good leaders develop through never ending process of self-study, self-discipline, self-awareness, education, training, and experience.

Leadership and Management Diploma aims to refine, upgrade, and even replace our current mental files regarding Leadership, management, power, influence, conflicts and others leadership attributes

Brilliance Business School Leadership and Management Diploma does not only focus on self development as a leader and manager that is distilled from a number of valuable researches and books but also it will also widen your scope to include tools and techniques for acquiring these human traits. It combines self development, social development, professional development and management knowledge along with the collection of set of skills, and experiences that transform us into indispensable strategic partners in any organization.

| Modules | Contents | Duration |
|---------|----------------------------|----------|
| One | Leadership and Management | 16 Hrs |
| Two | Human Resources Management | 24 Hrs |
| Three | Project Management | 24 Hrs |
| Four | Performance Management | 24 Hrs |
| Five | Business Acumen | 16 Hrs |
| Total | | 112 Hrs |



Module I: Learning and Intelligence (8 Hours)

- Pillars of Self-Development
- Different types of Intelligence
- Value of Learning and Unlearning
- X-files – Concept and Definition
- X-files learning process and Identify old files
- Process of gaining knowledge, skills and attitude (KSA)
- **Leading Self:**
 - Self Awareness, Self Motivation and Self Management
 - Personality: Vision, Strategy, Power and Influencing
- **Leading others:**
 - Professional Communication and Listening
 - Leadership Styles & Behavior/ Situational Leadership
 - Conflict Resolution Management (CRM)
- **Leading Performance:**
 - Leading Performance Team performance and Results
- **Leading Financials:**
 - Leading your Financial future

Module II: Leading Self: Emotional Intelligence (EI) Self awareness, Management & Motivation (16 Hours)

- Ned Herrmann's Model
- Define EI Model and competencies
- Self-awareness – the difficult corner stone
- Call your enemy a name
- Nature of problems – Problem Chain Reaction
- Self-defeating thoughts and blocks
- Resistance, Risk and Procrastination – What else?
- Assess one's strengths and weaknesses
- Self- assessment application
- Apply self- awareness in life and business
- Vision & Strategy:** leading an intentional life
 - Understand perception and perception pitfalls
 - Demonstrate mental flexibility
 - Discover the power of paradigm shifts
 - Practice to see from different angles
 - Self-Motivation - concept and definition
 - The power of self talk and inner negotiation
- Power** – a curse or bless?
 - Possess power and counterattack

Module VI: Developing Performance Management System (PMS) – Leading Performance (16 Hours)

- PMS misconceptions
- Performance management vs. performance appraisal
- From old paradigm to new concepts
- Define Performance management
- Corporate culture and Performance Management
- Benefits of PMS for all parties
- Performance Management System Model
- Performance Planning
 - Planning factors and role of JDs
 - Cascading Objectives and setting objectives
 - Key Performance Indicators (KPI's)
- Performance Monitoring
 - Settle one-on-one sessions
 - Situational Leadership
 - Coaching and monitoring
- Performance Appraisals
 - Compile and validate data
 - The Performance appraisal process
 - Common technical and appraisal's errors
- Learning and Development
 - Maintain the strength areas
 - Tackling areas of development and TNA
 - Plan for the next cycle

Module V: Problem Solving and Decision Making (16 Hours)

Module III: Leading Others (16 Hours)

Professional Communication and Listening

- Build Rapport and trust with others
- Concept of emotional bank account
- Develop listening for better understanding
- Practice avoiding unproductive arguments
- Handle different opinions without conflict
- State opinions with using evidences

Leadership Style & Behavior/ Situational Leadership

- 3 leadership styles and behaviour involved in each style

Participants' Profile

This program is for you, if you are:

- A Manager who seeks development in personal, social, professional and financial aspects
- A Manager who wants to gain Leadership, managerial and people skills in professional development
- A Leader who seeks better understanding of human nature to maximize their potential and results
- An Employee who seeks better communication with others to maximize productivity

Instructor's Profile

This program is led by Trainers/Coaches who are recognized for their personal and professional successful records in various life and work achievements. This is beside their long significant successful record of training experience which is centered on people development and management programs as well. Also this professional background is backed up with a solid management academic background.

Contacts

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