

Diploma Outline

Leadership and Influence
Supervising Others
Assertiveness and Self-Confidence
Communication Strategies
Conflict Resolution
Motivating Employees
Teamwork and Team Building
Time Management

Total Courses: 8 courses and a Leadership
and Supervision Case Study
Courses Nominal Hours: 8 hours
Total Nominal Hours: 64 hours
Diploma Standard Price: £340

Notting Hill College Headquarters

Address:
SUITE B,
29 HARLEY STREET,
LONDON,
W1G 9QR
UNITED KINGDOM

Enquiries:

TEL: 0044 2081 33 2793
E-mail: info@school-of-business.co.uk



NOTTING HILLTM
COLLEGE

SCHOOL OF BUSINESS

Leadership & Supervision Diploma



BUILDING THE 21st CENTURY LEADER

HEADING UP A SUCCESSFUL COMPANY TODAY IS A LOT DIFFERENT THAN THE LAST YEARS. WHAT SKILLS DO LEADERS NEED TO LEAD THEIR COMPANIES TO SUCCESS--NOT JUST TODAY BUT ALSO IN THE FUTURE IS REALLY A CHALLENGE

Leadership consists of the personality and skills needed to motivate and influence people to do a job. Supervision is the art of making sure the job is done right. Good supervision requires good leadership skills. Leaders & Supervisors abilities to innovate, execute and be a strong role model for their staff will always be essential. But in addition to these qualities, a new leadership style is emerging, with skills uniquely tailored for success in today's environment.

NHC School of Business Leadership and Supervision diploma provides critical skills to increase competency and build commitment to meet performance objectives. It intends to enable learners appreciate the role of effective leadership and supervisory skills in enhancing organisation's good performance. It helps learners acquire and develop leadership skills and techniques, acquire and develop skills to create an effective workforce and acquire and develop controlling skills

Diploma Objectives

- Facilitate critical leadership skills necessary to ensure the high performance of a project team and understand the effectiveness of leading others.
- Assess what subordinates' strengths and influenced weaknesses are and their effective usage.

- Become more efficient and proficient, with information on delegating, managing time, setting goals and expectations, providing feedback, resolving conflict, and administering discipline.
- Develop the knowledge and skills required to project a positive and self-assured image and use assertiveness to build rapport and gain co-operation.
- Understand the different methods of communication and make the most of each of them.
- Understand crucial conflict management skills, including dealing with anger and using the Agreement Frame.
- Deliver the right balance between a confident, motivated workforce and a workforce which is driven to attain goals.
- Implement time management strategies to control workload.
- Improve the direction, motivation and goal achievement of a team.
- Increase competence and confidence when managing, influencing and leading teams and individuals.

Who Should Attend?

This Diploma programme will appeal to individuals who want to enhance their leadership skills, and who may be in a workplace environment where teamwork and self management are keys to success, first line supervisors and managers, as well as small business owners.