



# **VIRTUAL INSTRUCTOR-LED TRAINING ACCOUNTABLE LEADERSHIP (2 DAYS)**

**A Specialised Kwelanga Training Programme**

## **INTRODUCTION**

The aim of the Accountable Leadership workshop is to strengthen your current management and leadership skills with a powerful, more distinguished dimension. This workshop has been designed to enhance and build on your current leadership abilities. It will help all managers and leaders develop the essential skills to influence and motivate their staff to achieve exceptional performance. It will help you to take accountability for decisions made using solid management principles and models.

Leadership is built on sound management skills. This foundation provides the essentials necessary for supporting and sustaining your management qualities and performances. Maintaining a balance between achieving results and developing your people is the key to successful management. This workshop increases your awareness of your current leadership style and abilities. You will also appreciate the impact your leadership style has on those who work with you. The course then provides you with a toolkit of ideas to increase your leadership skills back in the workplace and be confident in your own actions and decisions.

## **COURSE CONTENT**

### **Basic Management Activities**

- The basics of running a successful business
- Basic management activities

### **Responsible and Accountable Leadership**

- The concept of teams
- Team leaders role and responsibility
- Communicating effectively as a means of preventing and managing conflict
- Management tasks – problem solving & decision making

### **Planning**

- Vision – Mission – Values and objectives in your organisation
- Putting it all together
- Crisis control
- Assessing outcomes
- Conclusion: Notes on planning

### **Controlling**

- Long term control and feedback
- The four essential steps in the control process
- Focus on control of resource management
- Solving performance deviations
- Identifying areas of weakness in your organisation's control process
- Maintaining good control and ways of assessing control effectiveness

### **Developing Leadership**

- Adaptive Leadership
- Leadership and adapting to individual social styles
- Management styles adapted by leaders

### **Developing Effective Teams**

- Management tasks – Building trust
- The qualities of a “Dream Team”
- Analysing your team
- The life cycle of a team
- The responsibilities of the team leader
- Warning signs of team conflict
- Conclusion

### **Personal Accountability & Commitment Plan**

## **VIRTUAL INSTRUCTOR-LED TRAINING**

Participants “attend” virtual classroom training, through the Zoom on-line platform, without having to travel to and from the classroom each day. Courses are divided into several shorter sessions to minimise operational disruptions and improve knowledge retention.

### **Benefits of Virtual Instructor-Led Training**

- ✚ Virtual training provides flexibility to both the client/delegate and facilitator.
- ✚ Delegates are active participants rather than relying entirely on the instructor.
- ✚ Virtual training is conducive to a more fluid exchange of ideas, focused real-life scenarios and an intensified level of engagement.
- ✚ Information is shared through video, documents, and written notes with learners in real-time.
- ✚ Delegates who have internet connection can learn at anytime and anywhere through virtual learning or through recorded videos.
- ✚ Delegates can participate in discussions and ask questions at any time.
- ✚ Breakout rooms allow delegates to work in groups and complete activities in teams which allows for a rich interactive experience.
- ✚ Access to expert facilitators who may otherwise be unable to visit workplaces due to unforeseen circumstances.
- ✚ Use of slides and video clips enhances virtual learning.

## POST COURSE ASSISTANCE

### “Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing FREE access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation. Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.



### Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

### On-Line Knowledge Hub

All delegates attending Kwelanga Training courses have FREE access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



## OUR COMMITMENT TO YOU ...

### *Kwelanga Training's Commitment*

*To develop and inspire each individual to be the best that they can be.  
To assist clients in the transfer of skills and positive behaviour change.*

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