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010: Essential Management Skills for Emerging Leaders - 6.0 CEUs

CEU: 6.0 **Duration:** 16hours 30minutes **Tuition:** $5,700

Course Banner

Teachers:

- Debra Lockett (PMP Certification, Project Management and Telecommunications)

Course Topics:

- Managers & Leaders

Program Locations & Dates:

- Houston, TX USA: Mar 2-6
- London, UK: Jun 15-19
- Dubai, UAE: Jul 20-24
- Houston, TX USA: Jul 20-24
- Paris, France: Sep 7-11

Program Tags:

- Leadership

About Course

This course is designed to help new and growing leaders build strong management skills. You'll learn how to lead teams, solve problems, and make smart decisions. It's perfect for officers, deputy managers, and managers ready to take on more responsibility. You'll explore key business ideas in a simple, hands-on way, helping you grow your confidence and become more effective in your role and organization.

Course Overview

Organizations across every industry are facing complex organizational challenges that require the rapid development of new and agile leaders. More than ever before, emerging leaders must quickly learn and deploy core management skills, develop a broad strategic perspective, take their leadership skills to the next level, and expand their professional and personal networks.

Presented over ten days, this intensive program is designed to help new managers master core business concepts and build key skills in six subject areas, including leadership, strategy, and finance. Participants will gain a cross-functional view through sessions led by instructors specializing in each subject area and through project-based learning.

Course Outcomes

Develop a solid understanding of the core business areas every manager should know. Topics may include, but are not limited to:

- Leadership
- Strategy
- Communication
- Finance
- Marketing
- Build organizational and team management skills
- Learn to map your personal leadership and learning journey
- Improve your collaboration and presentation skills

Course Outline

- Master the core business areas every manager needs to know
- Build organizational, team management, and networking skills
- Understand how managers interact across business functions
- Improve your collaboration and presentation skills
- Develop a project that addresses an organizational challenge
- Build peer support for your team's projects
- Identify your operational and strategic gaps
- Discuss leadership challenges and strategies with peers
- Map your personal leadership and learning journey
- Expand your professional and personal networks

What Will You Learn?

- How to design and deliver public services that meet evolving citizen needs.
- Key trends shaping the future of public service across the world.
- Ways to apply ethical principles and accountability in governance.
- How to evaluate and implement policy reforms effectively.
- Leadership tools for improving team and institutional performance.
- Techniques for managing crises and maintaining public confidence.
- Real examples from countries like Canada to apply learning in context.

Why This Course Matters

Chinedu Okafor
Public Affairs Officer, Nigeria
"This course reshaped how I approach service delivery with integrity and innovation. It's practical and timely for public officers."

Ama Serwaa
Policy Analyst, Ghana
"It gave me new ways to think about government performance and practical reforms. Very engaging and easy to follow."

Nour El-Din Hassan
Government Strategist, Egypt
"What I learned here helped us rethink citizen engagement strategies. A must for anyone working in the public sector."

Course Content

Module 1: Foundations of Effective Management
Understand the essential responsibilities and mindset of successful managers.

- **Manager vs. Leader: Key Differences**

- **Core responsibilities of effective managers**
- **Transitioning into a managerial role**

Module 2: Strategic Thinking and Decision-Making
Sharpen your ability to think ahead and make impactful decisions for your team and organization.

- **Setting strategic goals**
- **Problem-solving frameworks**
- **Data-informed decision-making**

Module 3: Building and Leading Teams
Learn to foster collaboration, motivation, and accountability within your teams.

- **Team formation and dynamics**
- **Effective delegation techniques**
- **Managing performance and accountability**

Module 4: Communication and Influence
Boost your ability to present ideas, give feedback, and inspire others through clear and persuasive communication.

- **Active listening and feedback**
- **Public speaking and presentation basics**
- **Influencing without authority**

Module 5: Managing Projects and Priorities
Learn essential project planning and execution skills to lead initiatives confidently.

- **Project planning fundamentals**
- **Time and priority management**
- **Risk and stakeholder management**

Module 6: Personal Leadership and Growth
Develop your leadership identity and commit to continuous improvement in your management career.

- **Self-awareness and emotional intelligence**
- **Setting career development goals**
- **Building a personal leadership brand**

Target Audience

This program is ideal for officers, deputy managers and managers who are looking to rapidly increase their management skills and strategic perspective, taking on additional responsibility, and seeking to be effective in their organization. The program is also appropriate for individuals who are seeking an understanding of high-level business concepts in an intensive format..

Certificate of Completion

Participants who successfully complete this course will receive a Certificate of Completion. This acknowledges your enhanced understanding of essential management skills and strategic thinking, and highlights your commitment to professional growth,

leadership readiness, and effective performance in organizational roles. It also reflects your initiative in mastering high-level business concepts through an intensive learning experience.

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