

**COURSE OVERVIEW SS0743**  
**Leadership**

**Course Title**

Leadership

**Course Date/Venue**

Please refer to page 3

**Course Reference**

SS0743

**Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs



**Course Description**



***80% of this course is practical sessions where participants will be engaged in a series of interactive small groups, class workshops and role-plays.***

This course is designed to provide participants with a detailed and up-to-date overview of Leadership. It covers the foundational principles of leadership, core concepts and historical perspectives; the different leadership styles, approaches and their impact; the self-assessment and personal leadership qualities; the individual strengths and areas for development; the vision and goal setting and the importance of having a clear vision; the empathy in leadership, its role and significance; the leadership techniques for leading in changing environments; the emotional intelligence in leadership, building relationships and recognizing emotions; and the effective communication skills, enhancing listening, speaking and feedback techniques.



Further, the course will also discuss the strategic thinking, planning and developing long-term strategies; empowering and motivating others and techniques for inspiring team members; the resilience and flexibility in leadership and adapting to challenges and uncertainties; the proper strategies on negotiation skills for leaders; the conflict resolution techniques, identifying and managing conflicts effectively; the inclusive leadership and leveraging diversity; and building and leading effective teams.

During this interactive course, participants will learn the ethical leadership and decision making through balancing moral and practical considerations; the creative problem-solving and encouraging innovative thinking in teams; the decision-making processes and analyzing and improving decision-making skills; influencing and persuasion skills and techniques for effective influence; the change management and leading organizational change; the risk management in leadership and identifying and mitigating risks; building trust and credibility and the foundation of influential leadership; the feedback mechanisms by giving and receiving constructive feedback; developing a personal leadership plan and setting goals and action plans for continuing development; the professional relationships through networking and mentorship in leadership; and the leadership and organizational culture, shaping and influencing workplace culture.

### **Course Objectives**

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain proper techniques, styles and approaches on leadership
- Recognize the foundational principles of leadership and explore core concepts and historical perspectives
- Employ different leadership styles and approaches and review their impact
- Carryout self-assessment and personal leadership qualities as well as identify individual strengths and areas for development
- Apply vision and goal setting and recognize the importance of having a clear vision
- Develop empathy in leadership and identify its role and significance
- Adapt leadership techniques for leading in changing environments
- Manage emotional intelligence in leadership as well as build relationships and recognize emotions
- Develop effective communication skills and enhance listening, speaking and feedback techniques
- Carryout strategic thinking and planning and develop long-term strategies
- Empower and motivate others and apply techniques for inspiring team members
- Apply resilience and flexibility in leadership and adapt to challenges and uncertainties
- Carryout proper strategies on negotiation skills for leaders
- Apply conflict resolution techniques and identify and manage conflicts effectively
- Explain inclusive leadership and leverage diversity as well as build and lead effective teams
- Carryout ethical leadership and decision making through balancing moral and practical considerations
- Enhance creative problem-solving and encourage innovative thinking in teams
- Determine decision-making processes as well as analyze and improve decision-making skills

- Develop influencing and persuasion skills and apply techniques for effective influence
- Implement change management and lead organizational change
- Explain risk management in leadership and identify and mitigate risks
- Build trust and credibility and identify the foundation of influential leadership
- Discuss feedback mechanisms by giving and receiving constructive feedback
- Develop a personal leadership plan as well as set goals and action plans for continuing development
- Build professional relationships through networking and mentorship in leadership
- Recognize leadership and organizational culture as well as shape and influence workplace culture

### Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Howard Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

### Who Should Attend

This course is specifically designed to enhance the leadership skills of both technical and non-technical personnel such as managers, superintendents, engineers, head of departments, officers, team leaders and unit supervisors who have to demonstrate, and/or coach others in leadership skills. The course will be additionally of value to staff in support or advisory functions such as strategy formation, policy development, organizational development, human resource development, audit, welfare and projects.

### Training Methodology

This interactive training course includes the following training methodologies as a percentage of the total tuition hours: -

20% Lectures

80% Practical Exercises, Case Studies, Games, Customized Videos, Site Visits, Simulations, Role Play, Group Skill Sessions, Outdoor & Indoor Activities

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

### Course Date/Venue

Sessions	Date	Venue
1	June 16-20, 2025	Blue Sea Meeting Room, 4th floor, Blue Sea Hotel, Alimos Marina, Athens, Greece
2	August 11-15, 2025	Boardroom, NH Hotel Plaza de Armas, Seville, Spain
3	November 03-07, 2025	Hampstead Meeting Room, London Marriott Hotel Regents Park, London, UK




### Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

### Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations: -

- 
British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

- 
The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

### Course Fee

**US\$ 8,800** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

### Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

### Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Mr. Jerome Topley**, PgDip (on going), BSc, is a **Senior Management Consultant** with over **20 years** of extensive experience. His expertise lies extensively in the areas of **Leadership Skills, Communication & Interpersonal Skills, Performance & Creativity Skills, Listening Skills, Negotiation Skills, Persuasion & Assertiveness Skills, Time & Stress Management, Influencing Techniques, Conflict Management, Business Writing Skills, Writing Business Correspondence & Document Control, Writing Memos & Business Letters, Business & Technical Report Writing, Communication Skills, Business Communication Etiquette, Interpersonal Skills, Presentation Skills, Organizational & Leadership Skills, Coaching & Mentoring, Self & Personal Development, Creative Problem Solving, Performance Management, Conflict Management, Talent Management, Risk Management, Resource Management, Emotional Intelligence, Customer Service, Persuasion Techniques, Supervisory Skills, Public Relations & Corporate Communication, Strategic Planning & Creative Thinking, Human Resource Management and Performance Assessment & Appraisal**. Further, he is also well-versed in **Broadcasting, News & Sport Reporting, Presentation Skills, Communication Skills, Problem Solving & Decision Making, Pharmaceutical Environment, Ophthalmology, Surgical Instruments & Endocrinology, Agricultural Productivity, Plants Farming, Cultivation & Harvesting and Agricultural Mechanics**.

During Mr. Topley's career life, he had occupied several significant positions and dedication as the **Executive Director, Chief of Staff, General Manager, Producer/Presenter, Public Broadcaster Talk Show Host, Stand-in Presenter, Radio Presenter, News Reader, Medical Technician and Detailing Medical Representative in Ophthalmology, Surgical Instrument and Endocrinology** from various companies and institution such as Wyeth, Topley Consulting, SABC Afrikaans Radio, Ministry of Agriculture, Agri Mega Group and Western Cape Education Department.

Mr. Topley has a **Bachelor** degree with Honours in **Business Management**, a **National Diploma in Education** and currently enrolled in **Post-Graduate Diploma in Business Management**. Further, he is a **Certified Instructor/Trainer**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**, a **Qualified Medical Technician in Chemical Pathology**, a **Registered Medical Technology Student** and holds a **Professional Development Certificate in Outcomes-Based Assessment Techniques**. He has further delivered innumerable trainings, courses, workshops and seminars globally.

### **Course Program**

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:-

#### **Day 1**

0730 – 0800	<i>Registration &amp; Coffee</i>
0800 – 0815	<i>Welcome &amp; Introduction</i>
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>Introduction to Leadership: Overview and Course Objectives</b>
0930 – 0945	<i>Break</i>
0945 – 1030	<b>Foundational Principles of Leadership: Exploring Core Concepts and Historical Perspectives</b>
1030 – 1115	<b>Leadership Styles &amp; Approaches: Understanding Different Styles and their Impact</b>
1115 – 1230	<b>Self-Assessment &amp; Personal Leadership Qualities: Identifying Individual Strengths and Areas for Development</b>
1230 – 1245	<i>Break</i>
1245 – 1330	<b>Vision &amp; Goal Setting: The Importance of Having a Clear Vision</b>
1330 – 1420	<b>Introduction to Empathy in Leadership: Understanding its Role and Significance</b>
1420 – 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day One</i>

#### **Day 2**

0730 – 0930	<b>Adaptive Leadership: Techniques for Leading in Changing Environments</b>
0930 – 0945	<i>Break</i>
0945 – 1030	<b>Emotional Intelligence in Leadership: Building Relationships and Understanding Emotions</b>
1030 – 1115	<b>Effective Communication Skills: Enhancing Listening, Speaking and Feedback Techniques</b>
1115 – 1230	<b>Strategic Thinking &amp; Planning: Developing Long-Term Strategies</b>
1230 – 1245	<i>Break</i>
1245 – 1330	<b>Empowering &amp; Motivating Others: Techniques for Inspiring Team Members</b>
1330 – 1420	<b>Resilience &amp; Flexibility in Leadership: Adapting to Challenges and Uncertainties</b>
1420 – 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day Two</i>

#### **Day 3**

0730 – 0930	<b>Negotiation Skills for Leaders: Strategies and Practical Exercises</b>
0930 – 0945	<i>Break</i>
0945 – 1030	<b>Conflict Resolution Techniques: Identifying and Managing Conflicts Effectively</b>
1030 – 1115	<b>Inclusive Leadership: Understanding and Leveraging Diversity</b>
1115 – 1230	<b>Team Dynamics &amp; Leadership: Building and Leading Effective Teams</b>
1230 – 1245	<i>Break</i>

1245 – 1330	<b>Ethical Leadership &amp; Decision Making:</b> Balancing Moral and Practical Considerations
1330 – 1420	<b>Creative Problem-Solving:</b> Encouraging Innovative Thinking in Teams
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Three

#### Day 4

0730 – 0930	<b>Decision-Making Processes:</b> Analyzing and Improving Decision-Making Skills
0930 – 0945	Break
0945 – 1030	<b>Influencing &amp; Persuasion Skills:</b> Techniques for Effective Influence
1030 – 1115	<b>Change Management:</b> Leading Organizational Change
1115 – 1230	<b>Risk Management in Leadership:</b> Identifying and Mitigating Risks
1230 – 1245	Break
1245 – 1330	<b>Building Trust &amp; Credibility:</b> The Foundation of Influential Leadership
1330 – 1420	<b>Feedback Mechanisms:</b> Giving and Receiving Constructive Feedback
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Four

#### Day 5

0730 – 0930	<b>Case Studies in Leadership:</b> Real-world Examples and Lessons Learned
0930 – 0945	Break
0945 – 1030	<b>Leadership Challenges &amp; Scenarios:</b> Interactive Problem-Solving Sessions
1030 – 1115	<b>Developing a Personal Leadership Plan:</b> Setting Goals and Action Plans for Continuing Development
1115 – 1230	<b>Networking &amp; Mentorship in Leadership:</b> Building Professional Relationships
1230 – 1245	Break
1245 – 1345	<b>Leadership &amp; Organizational Culture:</b> Shaping and Influencing Workplace Culture
1345 – 1400	<b>Course Conclusion</b>
1400 – 1415	<b>POST-TEST</b>
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course



### **Practical Sessions**

80% of this highly-interactive course is practical sessions. Theory learnt (20%) will be applied using various role-plays, case studies and practical sessions.



### **Course Coordinator**

Mari Nakintu, Tel: +971 2 30 91 714, Email: [mari1@haward.org](mailto:mari1@haward.org)