



DIRECTORATE OF RESEARCH & CONSULTANCY

LEADERSHIP TRAINING

Duration: Two Days

Venue: ZRA – Training Centre

Course Overview

The management role has changed overtime because the organizational, economic and technological context in which managerial work is conducted has evolved. While modern organizations operate in environments where uncertainties and tight resources are the norm of the day, successful execution of managerial work still depends on employees under direct supervision and others to get the job done satisfactorily. Likewise the course on mastering key management and supervisory skills is designed to equip managers with strategies and techniques to help you improve personal management skills in line with the changing business environment.

Participants will also go through practical exercises and hands-on activities to enable them to focus on components of delegating tasks, coaching, and performance improvement as well as dealing with difficult employees.

Learning Objectives

By the end of the course, participants will be able to:

- Examine their own personality and behaviours to enhance self-awareness.
- Improve understanding and communication by giving and receiving good feedback.
- Develop a comprehensive team building strategy that improves productivity of the team.
- Communicate effectively with both superiors, peers, subordinates and minimize miscommunication.
- Deal with difficult people, manage tense situations, and resolve conflict.
- Organise, motivate, and galvanise work teams to operate more effectively.
- Become effective coaches for their team members.
- Effectively manage performance of their teams.

Target Audience

This practical training is ideal for Managers, Supervisors and those aspiring for high impact future leaders.

Training Methodology

This highly practical and results-oriented training is based on adult learning concept. The facilitators will give plenty of input and then help participants to make sense of the themes through discussion and practice. It incorporates short inspiring demonstrations; role play, case studies and much practice to enhance learning. There will be ample time for Q&A, discussions with -return to work- action planning. The course will reinforce key concepts within an inspiring and engaging learning environment.

Course Outline

Day One		
Strategic leadership and corporate governance - Chabu C		Time
<p>Learning Outcome</p> <p>Equip participants with tools to craft, communicate and implement a compelling vision for an organization</p>	<ul style="list-style-type: none"> • Strategic thinking and its importance • Building and sustaining a long term vision • Finance for non-Finance Managers • Balancing short term operational goals with long term strategy • Cultivating innovation and adaptability within teams • Case studies 	08:30 - 10:30
Health Break		10:30 - 11:10
Talent leadership, organisational culture and succession planning – Mukuma R		Time
<p>Learning Outcome</p> <p>To enable participant to develop skills to manage and retain talent while fostering a high performance organization culture</p>	<ul style="list-style-type: none"> • Importance of effective organization culture • Building a positive organization culture • Employee engagement • Values and ethics • Innovation and adaptability 	11:00 - 13:00
Lunch break		13:00 - 14:00
Executive Communication, and stakeholder management – Dr. Matoka W		Time
<p>Learning Outcome</p> <p>To enable participants to communicate effectively with both superiors, peers, subordinates and minimize miscommunication</p>	<ul style="list-style-type: none"> • Communicating with your team • Communicating the message • The communication process • What and how to communicate • Communication components • Communication methods • Effective use of E-Mail • Using improved communication to managing relationship with your superiors • Managing superiors through effective communication • Managing miscommunications 	14:00 - 16:30

	<ul style="list-style-type: none"> • Receiving and implementing feedback • How to run effective meetings • Inspiring and guiding others • Handling stress appropriately 	
Day Two		
Strategic decision making, risk management and organisational resilience – Chabu C		Time
Learning outcome Identify frameworks, tools, and practices that enable firms to anticipate, absorb, and adapt to systemic shocks while maintaining continuity.	<ul style="list-style-type: none"> • Risk resilience in the organisational context • Why risk resilience is critical for organisational success in the modern business landscape • Key characteristics of risk resilient organisations • Organisational culture and its impact on risk resilience • Case studies of organisations that struggled and thrived due to their resilience strategies 	08:30 - 10:30
Health Break		10:30 - 11:00
Financial leadership, performance oversight and strategic resource allocation – Mukuma R		Time
Learning outcomes Equip participants develop skills to integrate strategic and financial risks to enhance growth in an organization.	<ul style="list-style-type: none"> • Key performance indicators and interpreting financial statements • Cost control and operational efficiency • strategic investment and capital allocation • case studies 	11:00 - 13:00
Lunch break		13:00 - 14:00
Strategic leadership for sustainable growth and organisational transformation – Chabu C.		Time
Learning Outcome To enable participants to reinforce the importance of good governance and ethical leadership in ensuring organizational sustainability	<ul style="list-style-type: none"> • Best practices in corporate governance • Creating an ethical culture and fostering transparency • Regulatory compliance and risk management • Emotional intelligence and executive presence • Case studies • 	<ul style="list-style-type: none"> • 14:00 - 15:30
Certificate Presentation		16:30 - 17:00

For bookings, contact Millan Kuyela

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