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Exploring Evidence, Strengthening Action

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WORKSHOP ANNOUNCEMENT

Fundamentals of Management and Leadership

Venue and Dates: Nairobi, 29 Sept –1st Oct '08

Registration Deadline: 20th September 2008

Cost : US\$ 650. The first 10 participants for 2008 courses are eligible for discounts of between 15 and 40%. Covering Tuition, lunches, teas, facilitation & materials. Participants pay for transport, dinners, accommodation and incidentals. Local participants for 2009 Courses are eligible for discounts of between 10-15%.

Other Dates : Nairobi, 28-30 January 2009

a) Summary

Management and Leadership are two notions that are important for the success of organisations. Good management and leadership inspire organisations to grow from strength to strength – helping those running them to effectively navigate challenges along the way. What skills does a person need to be a good Manager? What leadership style is the best for working with people? How do Managers think? How do Leaders think? How can you improve efficiency in your organisation by being a better manager and leader? What are some of the examples of a Manager and Leader? And what is the place of personal development planning in management?

b) Participants

This course is intended for those who want advance their knowledge on management and leadership in order to carry out their responsibilities efficiently and effectively. This Workshop would be ideal for the following people: First Time Managers; Supervisor; Team Leaders; HR Professionals; Project Managers; Change Managers; New Managers; Staff Looking to Progress into a Management Position.

c) What you will get from this Workshop

- ⌘ A good understanding of the key skills of management.
- ⌘ better understanding of 'people management' skills that inspire creativity and greater motivation in others
- ⌘ Greater confidence to apply their skills and knowledge and readiness to go for the next career step in the management ladder.
- ⌘ Better capacity to enhance their personal development through the acquisition of transferable skills and knowledge.
- ⌘ Be able to communicate plans and encourage team members in a way that makes things happen.

Course Overview

- ⌘ What makes an effective Manager?
- ⌘ Principles of Effective Management
- ⌘ The Roles of a strategic manager
- ⌘ Understanding Leadership: How can you become an inspirational leader?
- ⌘ Different leadership styles: which is yours?
- ⌘ Influencing skills
- ⌘ Strategic thinking and planning techniques
- ⌘ Managing gender and diversity at the workplace
- ⌘ Strengthening staff wellness, including HIV and AIDS Policy implementation
- ⌘ Effective Time Management
- ⌘ Effective Delegation
- ⌘ Leading change
- ⌘ Managing people and performance
- ⌘ managing your manager
- ⌘ The personal development plan

Contact us:

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We believe that good Management and Leadership skills are necessary for creating accountable systems and institutions. Through our Courses, participants will be encouraged to acquaint themselves with the latest thinking in management & leadership theory and practice