SCHEDULE OF COURSES AND RELATED SKILL CLUSTERS

Use this schedule as a guide to select the most appropriate courses for your development.

SELF PERFORM

10 key skills comprising 77 essential abilities that underpin self-knowledge, contribution and efficiency.

Essential to performance at a consistent high level is how well an individual has developed their core skills in self-management. It is these skills that comprise the important behavioural and self-efficiency abilities. Unless a strong foundation is built at a very early stage of career development, the individual will invariably fall short in their attainment of results. Targeting these essential skills ensures that the individual improves their self-knowledge and productive efficiency and is well positioned to build on a strong foundation for leader-manager development.

Course Title	Related skills cluster
Emotional Intelligence	Stress Management; Personal Character; Thinking Abilities; Work Personality
Personal Communication	Emotional Intelligence; Meetings Management; Stress Management; Teamwork
Personal Contributions	Emotional Intelligence; Change Management; Creativity & Originality: Persuasion & Negotiation
Personal Organisation	Information Management; Objective Setting; Priority Management; Time Management
Priority Management	Information Management; Objective Setting; Personal Organisation; Time Management
Stress Management	Emotional Intelligence; Personal Organisation; Priority Management; Time Management
Thinking Abilities	Creativity & Originality; Decision Judgement; Decision Management; Information Management
Time Management	Delegation Management; Objective Setting; Personal Organisation; Priority Management
Wellness and Advancement	Emotional Intelligence; Personal Organisation; Stress Management; Work Personality
Work Personality	Emotional Intelligence; Ethical Leadership; Personal Character; Personal Contributions

MANAGER PERFORM

10 key skills comprising 69 essential abilities that underpin process efficiency and output

Essential to performance at a consistent high level is how well an individual has developed their abilities in management. These skills focus on process efficiency in terms of team or group output based on objectives. Managing involves practising stewardship, directing and being held accountable for resources and responding to the needs of customers and stakeholders. Managers plan, organise, direct and control their teams and groups in achieving product and/ or service results. They also use authority fairly and responsibly.

Course Title	Related skills cluster
Change Management	Motivating People; Persuasion & Negotiation; Teamwork; Transforming Leadership
Decision Judgement	Creativity & Originality; Decision Management; Information Management; Thinking Abilities
Decision Management	Decision Judgement; Information Management; Priority Management; Time Management
Delegation Management	Motivating People; Objective Setting; Personal Communication; Time Management
H.R. Management	Ethical Leadership; Personal Contributions; Teamwork; Transforming Leadership
Information Management	Creativity & Originality; Decision Judgement; Decision Management; Priority Management
Job Knowledge	Objective Setting; Organisation Knowledge; Personal Contributions; Work Personality
Objective Setting	Delegation Management; Job Knowledge; Teamwork; Transforming Leadership
Project Management	Creativity & Originality; Meetings Management; Teamwork; Time Management
Teamwork	Delegation Management; Meetings Management; Motivating People; Objective Setting

LEADER PERFORM

10 key skills comprising 68 essential abilities that primarily underpin interpersonal relationships and the achievement of results through vision and direction.

Essential to performance at a consistent high level is how well an individual has developed their abilities in leadership. It is these skills that comprise the ability to motivate, influence and change behaviour.

Course Title	Related skills cluster
Creativity and Originality	Innovation; Motivating People; Teamwork; Thinking Abilities
Ethical Leadership	Personal Character; Teamwork; Transforming Leadership; Work Personality
Innovation	Change Management; Creativity & Originality; Teamwork; Thinking Abilities
Meetings Management	Information Management; Priority Management; Teamwork; Time Management
Motivating People	Ethical Leadership; Teamwork; Transforming Leadership; Work Personality
Organisation Knowledge	Change Management; Ethical Leadership; Innovation; Job Knowledge
Personal Character	Emotional Intelligence; Ethical Leadership; Personal Contributions; Work Personality
Persuasion and Negotiation	Change Management; Ethical Leadership; Teamwork; Transforming Leadership
Power and Influence	Emotional Intelligence; Ethical Leadership; Motivating People; Teamwork
Transforming Leadership	Change Management; Emotional Intelligence; Ethical Leadership; Teamwork