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## Certificate in Leadership Skills

### Introduction

The Certificate in Leadership is a structured programme that has been formulated for those in leadership roles or aspiring leaders in the workplace.

This programme aims to provide learners with an in-depth exploration of the leadership role in organisations. It enables learners to appreciate what employees expect and want from their leader and, in turn, helps learners to build more successful relationships with their colleagues. The programme highlights the important skills that a leader needs to successfully juggle the demands of team, task and the individual.

Learners are taught self-awareness in terms of their own behavioural style and the impact it has on peers, employees, clients and their own managers. Learners are encouraged to build on their strengths and produce action plans for addressing their areas of development. They are taught to network, build a profile and be persuasive in their presentations to others. They explore nature, nurture and how it relates to leadership as they develop their own path to becoming a skilled and effective leader.

### Learning outcomes

On completion, learners should be able to:

- develop leaders who communicate and influence effectively
- promote stress resilience through the effective use of emotional intelligence
- implement effective change management to drive organisations forward
- use leadership skills to optimise performance through difficult times

### Course Outline

- **Leadership Skills**  
The first session is an introduction to leadership and explores research and theories of leadership. It gives learners an opportunity to explore their own approach to leadership and learn how to match their style to each situation in order to maximise employee motivation.
- **Building the Team**  
This session focuses on the skills of building an effective team. It explores the key role of the leader in keeping the team motivated. The session also reviews the stages of team formation. Learners consider the characteristics of effective teams and how to structure team communication and provide the right levels of support.
- **Communication and Influencing Skills**  
This session allows leaders to explore their current effectiveness in interpersonal and influencing situations. The session provides learners with an opportunity to review their behavioural styles and consider where they would like to increase their effectiveness in influencing others.

- **Managing Conflict**  
This session explores different types of conflict that can arise in the workplace. It examines techniques for resolving conflict effectively. Learners gain an understanding of the importance of a needs rather than a solution-based approach to conflict resolution.
- **Managing Difficult Performance Situations**  
This session provides learners with the skills to develop empathy with their employees and facilitate them in exploring performance issues while being assertive in outlining the standards and level of improvement required. The session helps learners to become more confident in dealing with employees' negative emotions.
- **Presenting Persuasive Arguments**  
This session helps learners to design and structure a persuasive argument to meet the listeners' needs. It identifies the key role that understanding the listener's perspective plays in overcoming objections. The session examines how body language and voice play a role in how listeners perceive the presenter. Learners are taught how to anticipate objections and deal with difficult questions.
- **Leading Through Change**  
This session gives learners the tools to lead an effective change management initiative. Learners are given the tools to plan and manage the change process. Learners are also taught to appreciate the importance of providing employees with coaching and support to enable them to embrace change.
- **Stress Management**  
This session emphasises the importance of emotional intelligence in the leadership role. It equips learners with the skills to build resilience and appreciate the importance of managing stress levels. Learners gain an understanding of the leader's role in promoting workplace wellbeing and employee engagement.

#### **Assessment Method**

On completion of this learners will be required to complete a reflection essay (1,300 -1,500 word) outlining their journey through the programme using appropriate theories and practical application to explain and interpret their reflections.

To assist them in this process learners will be introduced to Kolb's Learning Cycle in Session One and encouraged to complete a learning journal. It will be recommended that after each session they complete a learning log to include event description, reflection, analysis and action (500 words approx.).

#### **Teaching Methodology**

In order to support the learning outcomes of the course, a mixture of deductive and inductive learning strategies will be applied. Learners will be provided with current empirical evidence, critical analysis and further research requirements for each concept introduced during the class. These strategies include: discussions, brainstorming, case studies, exercises and workshop-type activities allowing participants to learn through discovery.

### Entry Requirements

Member or associate member of The Compliance Institute.

### Validation

The course is approved by Griffith College in association with Compliance Institute and participants will receive a Certificate in Leadership Skills on successful passing of assessment.

### Course Schedule

The next course is scheduled to commence on **Monday 8<sup>th</sup> April 2024** and will run one morning per week over 8 weeks from 9am to 12pm subject a minimum number of students.

<b>Certificate in Leadership Skills</b>	<b>Monday</b> 1 Morning 9am – 12pm 8 Weeks	<b>Year 2024</b> <b>Apr: 08, 15, 22, 29</b> <b>May: 13, 20, 27</b> <b>Jun: 10</b>	<b>Course Fees</b> <b>€595</b>
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### How to Apply

Apply online at [www.griffith.ie/apply-online](http://www.griffith.ie/apply-online) attaching the document(s) outlined below:

- Attach a copy of your passport, identity card or drivers license
- International applicants should attach a copy of their IRP card

All documentation can be attached to your online application or you can scan and email to [shortcourses@griffith.ie](mailto:shortcourses@griffith.ie)

Your application will be processed and you will receive an update by email. Successful applicants will receive an offer letter containing all programme details. Places are confirmed on a first come first served basis, based on receipt of course fees or first instalment, where applicable.

**Please note that the above course is run subject to a minimum number of students. Griffith College Short Courses Department reserves the right to cancel or postpone a course in the event of unforeseen circumstances or insufficient numbers.**