

Leadership and HRM

LEADERS LEAD PEOPLE PERFORMANCE

ROLES OF A MANAGER



TRAINING PERIOD

17 - 21 January 2011

18 - 22 July 2011

RATIONALE

Good leadership, as opposed to operational management, is increasingly viewed as one of the critical components in the development of organisations and society. This is also why the topic of leadership and management is subject to more and more interest from both development sector organisations as private businesses. The concept of leadership manifests itself on three levels: societal, organisational and personal. In this course we will focus on leadership in organisations, and in particular Human Resources Management-approaches: organisations require specific human resources management to deal with continuous changes in policies, expected outputs and the working environment. This requires a coherent and appropriate system to ensure that staff is valued, trained and utilised correctly. Next to the tools the manager needs to master to develop into a leader, everyone in positions of growing responsibilities will experience the need to assess the way their personal behavior affects their work. Hence, an increased understanding of your own management and leadership style is imperative.

PARTICIPANTS

This course is specifically meant for leaders, managers and HR-managers, advisers, team leaders and middle managers who want to further their own management career and would like to increase the success and fulfilment of themselves and their organisation by exploring approaches that go beyond the traditional way of managing organisations.

COURSE OBJECTIVES

Develop a sense for your own most suitable personal management and leadership style, which provides a solid base for further unfolding your own management and leadership talents. You will increase your understanding about leadership, the qualities of leaders and how to apply this in your daily work, particularly through the increased understanding on, and use of, HRM concepts and systems.

COURSE OUTLINE

Day 1 You as a manager and leader in the organisation

- Introduction
- Organisational leadership model
- Personal core qualities and pitfalls
- The roles of a manager and leader

Day 2 You as a manager and leader working with teams

- Management and leadership qualities
- Management and leadership: the difference
- Building and leading teams
- Building and leading teams (continued)

Day 3 You in the different HRM functions

- Different leadership styles in managing staff
- Your competencies in managing and leading staff
- Concepts and the role of HRM in the organisation
- Elements of HRM

Day 4 You managing your human resources

- HRM planning, job analysis and job descriptions
- Recruitment, selection and socialisation
- Staff performance management: review & appraisal
- Motivating and rewarding staff

Day 5 You encouraging personal development

- Appreciative Inquiry
- Feedback and coaching
- Your personal leadership career plan
- Evaluation and closing

This course is also available in the Indonesian language, see the Bahasa Indonesia Course Calendar.