



# Institute for Capacity Development (ICD)

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## Management Advancement Programme

### Course Objectives

**On completion of the course, participants should be able to:**

- Apply sound leadership skills in management and use of institutional resources
- Manage resources in line with the objectives of the organisation
- Apply contemporary management skills in attaining set strategic objectives
- Provide leadership, motivation and decision making skills to subordinates
- Apply the principles of strategic management within the relevant organization.
- Apply with and understand effective management and leadership processes as applicable in the relevant organization.
- Effectively participate in the design and management of organizational policy.
- Effectively apply the principles of transformational leadership & change management within organisations

### Target Groups

- Directors
- Project Managers
- Financial Managers/Controllers
- Chief Executive Officers
- Junior to Senior Managers
- Supervisors
- HR Managers
- Heads of Units/Departments

### Course Outline

- General management principles and practices
- Institutional Planning
- Results Based Structuring and Management of institutions
- Strategic Management
- Financial planning and budgeting
- Project management
- Human Resource Management
- Relationship Management
- Organizing and Managing Teams
- Institutional environmental Analysis
- Operational Management and Resources Management
- Leadership development
- Transformational leadership and change management
- Diversity Management
- Motivation and Talent Management
- Decision making and problem solving
- Action Planning

Dates: 16<sup>th</sup> - 20<sup>th</sup> July 2012

Duration: 1 Week

Course Costs: US\$2550

Venue: Durban, South Africa

Application closing date: 9<sup>th</sup> July 2012



# Institute for Capacity Development (ICD)

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## Application/ Nomination Form

Organisation \_\_\_\_\_

Email address \_\_\_\_\_

Postal address \_\_\_\_\_

Phone numbers .....

Course Title \_\_\_\_\_

Attendance Month .....

Preferred Venue \_\_\_\_\_

	Surname	First Name	Position	Email
Delegate 1				
Delegate 2				
Delegate 3				
Delegate 4				
Delegate 5				
Delegate 6				

*Attach a separate list in cases where the delegates are more than six ( Applications can also be submitted online or by email).*

Expected Benefits from participation .....

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Authorised Signature: \_\_\_\_\_ Position \_\_\_\_\_ Date: \_\_\_\_\_