

# Leadership and management

## Overview

This course examines the differences between leading and managing, how to develop yourself as a team leader, manager and gain confidence in seeking work and entering the workplace.

## Learning outcomes

- Develop practical presentation techniques.
- Practise negotiation techniques.
- Facilitate job hunting workshops.
- Improve your role as a leader, manager, effective communicator, coach, mentor and facilitator.

## Audience

Teachers, trainers, coaches, mentors senior management and anyone who wants to lead, guide, manage, motivate and help them become more confident and self-motivated.

## Course dates

4th week of every month\*

## Sample content\*\*

Presentations	Negotiating	CVs & Personal Statements
Language needed for presentations. Delivery techniques.	Investigation into the importance of effective negotiation skills.	How to create a professional looking CV and effective personal statement.
How to create an effective presentation. How to accurately and coherently get your message across to others.	Relationship building, bargaining, persuading, tentative language, negotiating tactics, checking understanding and summarising.	Finding work and effective preparation for an interview. Re-writing of own CVs.
Collaborative work on presentations. Delivering the presentations. Peer observation and feedback.	Negotiating role-play activity providing participants opportunity to use language functions learned in morning session.	Interviews role-play activity providing the participants with an opportunity to use language functions learned in morning session.



## AVAILABILITY

The course is available for individuals and groups.

Minimum class size is 3.

Maximum class size is 8.

Minimum entry level of English is Intermediate (B1).

The course is eligible for Erasmus+ funding.

## SAMPLE TIMETABLE

Sunday	Arrival
Monday	9:00- 10:30 Welcome Meeting. Level testing. 11:00-12:30 Portsmouth City Tour. 13:30-16:15 Course outline and needs analysis.  Evening: Visit in a traditional English pub
Tuesday	9:00-16:15 Workshops
Wednesday	9:00-16:15 Workshops  Evening: British cuisine tasting in a local restaurant
Thursday	9:00-16:15 Workshops
Friday	9:00- 10:30 Workshop 13:00- 13:30 Certificate ceremony  Afternoon: cultural trip

\* Except public holidays, subject to availability.

\*\* Please note that course outlines are an example of the topics which can vary depending on group's requirements.

