



Vantage Africa

School of Leadership



Senior Management Course

For more information or to enroll contact:

Tel: +254 725 303 645

Email: info@vantageafricaleaders.com

Location: C603, 6th Floor Astrol Business
Center Thika Road Nairobi



Introduction

This is a 4 weeks training that aims at making you an expert in Senior Management. We will meet for 3 days each week for 4 weeks and in each week. For maximum learning, the course is delivered through a combination of live and E-Learning sessions.

Live Sessions

Live sessions are held via Zoom or Google Meet. These are highly interactive sessions where participants are guided on key Senior Management skills, especially in the process of managing and leading a team.

E-Learning Sessions

Here, we have a host of prerecorded sessions, PPT notes, Senior Management toolkits, links etc. all aimed at equipping participants with the most current Senior Management skills. After each session, a self-assessment quiz is provided to reinforce learning. Once a participant completes a session including the quiz, the system opens the following session.

Course Completion

In order for you to be considered to have completed the course, you will need to fulfill the following criteria:

- ☑ Attend minimum 70% of live sessions
- ☑ Complete E-Learning lessons
- ☑ Clear the fees

N/B - A certificate will be issued upon completion of the course.

Course Outline

Week 1		
Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 1	Introduction to Senior Management	<ul style="list-style-type: none"> ☑ Define and explain what senior management is. ☑ Concept of management ☑ Types of managerial decisions ☑ Techniques for achieving coordination ☑ Types of managers
Day 2	Leadership Demystified	<ul style="list-style-type: none"> ☑ Define and explain what leadership is. ☑ Leadership vs. Management ☑ Leadership skills for managers and importance of these skills ☑ Role of team leader
Day 3	High Impact Leaders	<ul style="list-style-type: none"> ☑ Principles of High Impact Leadership ☑ Leadership Styles ☑ Key skills needed to perform exceptionally well as a leader
Online Self-Assessment Quiz 1		

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**Week 2**

Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 4	Effective Team Motivation Skills	<ul style="list-style-type: none"> ✔ Herzberg's Motivational Theory ✔ Tailoring motivation ideas to individual team members ✔ Non-Monetary approaches to supervision
Day 5	Emotional Intelligence	<ul style="list-style-type: none"> ✔ What is Emotional Intelligence ✔ Abilities Of Emotional Intelligence ✔ Emotional Intelligence Characteristics ✔ Improving Your Emotional Intelligence ✔ Job Performance And Emotional Intelligence
Day 6	Principles of Performance Management	<ul style="list-style-type: none"> ✔ Performance management defined ✔ People management skills ✔ Avoiding micro-management ✔ Appraisal Process

Online Self-Assessment Quiz 2

Week 3

Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 7	Strategic Management	<ul style="list-style-type: none"> ✔ Strategic leadership defined ✔ Strategic Management Frameworks
Day 8	Financial Management	<ul style="list-style-type: none"> ✔ What is financial management? ✔ Financial Health for your Organization ✔ Effective Financial Management
Day 9	Change Management	<ul style="list-style-type: none"> ✔ Different ways to look at change management ✔ Concluded definition of change management ✔ Aspects of change management ✔ Original change management processes

Online Self-Assessment Quiz 3

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Week 4		
Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 10	Customer Orientation	<ul style="list-style-type: none">✔ Introduction to customer orientation✔ Creativity for Customer Satisfaction✔ Gaining Customer Satisfaction Edge Ingredients
Day 11	Organizational Leadership	<ul style="list-style-type: none">✔ What is organizational leadership?✔ Key principles of organizational leadership✔ Skills to make organizations highly effective✔ Effective Organizational Leadership✔ Organizational Culture and values
Day 12	Innovation and Technology	<ul style="list-style-type: none">✔ Types of Innovations✔ Sources of Innovations✔ Innovation and Technology

Online Self-Assessment Quiz 4

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