

OCEG's Management & Leadership Series

1. Change Management

People in charge of a change management process must consider a variety of areas such as organisational change, persuasion, how to communicate the need for change, how to gain momentum, how to overcome resistance to change and how to deal with powerful resisting stakeholders to succeed. This course is designed to help the participants familiarise themselves with these topics so they can be prepared to handle them when designing or executing a change management programme.

2. Critical Thinking Skills

We live in a knowledge based society, and the more critical you think the better your knowledge will be. This workshop provides you with the skills to analyze and evaluate information so that you are able to obtain the greatest amount of knowledge from it. It provides the best chance of making the correct decision, and minimizes damages if a mistake does occur. It will lead you to be more productive in your career, and provide a great skill in your everyday life.

3. Employee Motivation & Creativity Skills

Most people do not have stated missions, let alone written goals. In order to know your mission and what you want to do in life, you need to be able to creatively think about it so you can come up with new ideas. If you have staff that you suspect are bored or don't quite know what they want in life, this course can help them to systematically analyse their life, feel excited and increase their throughput. Motivated employees are known to be more focused and productive. The purpose of this course is to combine these related fields, motivation, persuasion and creativity and increase the productivity of individuals.

4. Motivating People

What makes a job interesting? How can you motivate people to do more? How can you keep your team happy? These are the questions that anyone in a leading role asks. So, what makes this subject crucially important? Once you know what motivates people, you can benefit in several ways:

- *You understand people better and as a result can create an environment that is more ideal for them.*
- *You can influence people based on what motivates them to change their behaviour towards a desired direction.*
- *You can learn to motivate yourself, so you can become more productive and satisfied.*

5. Problem Solving As A Group

As problems have become more complex, the need to solve problems in a group has increased. This course is ideal for groups of people who aim to solve problems collectively together.

How do they learn? The aim of this exercise-driven course is to get the delegates to practice the techniques in a simulated environment working on smaller problems. This allows them to learn how these techniques work. We can also run it as a team building course where delegates go through a shared experience while solving problems. They will learn how to work together and improve their communication skills.

6. Problem Solving, Decision Making & Creative Thinking Skills

The significant progress in technology has increased our communication globally and this has made the environment highly competitive. To survive in this competitive market, people need to do everything they can to stand out and win or risk falling to the bottom. Those who innovate and use creativity in their roles in just about any job stand to succeed while those who do not may be overrun by others. Creativity is a skill and can be mastered and channelled towards specific goals with incredible results. This course attempts to teach people how to be creative using specific set of tools and techniques.

7. Leadership & Influence Skills

What does it take to become an effective leader? Is leadership a natural talent or an acquired skill?

Is management the same as leadership? This course offers effective skills and practical solutions for successful leadership and allows you to take full advantage of these acquired skills once back at work.

How does this course help you?

Inspiring your team, Assessing the needs of stakeholders, Spotting the trends quickly and effectively, Influencing the key people, Increasing team creativity and Managing risks.

8. Generation Gaps

The workplace can present challenges to management in terms of handling the different generations present. As older workers delay retiring and younger workers are entering the workforce, the work environment has become a patchwork of varying perspectives and experiences. This workshop will help delegates understand the various generations present at work, and understand what motivates them and dealing with them on a daily basis. Learning how to deal with the Generation Gaps at work will help you become a better manager or co-worker.

9. Manager Empowerment

With this course you will be able to provide the skills, guidance, and empowerment to your team of executives and managers. They will then be better suited in leading and motivating their team and thus produce fantastic results. To be a successful manager means having a wide range of skills. Through this workshop you will be able to disperse your knowledge and experience throughout your leadership team. This workshop will expand your delegate's knowledge and provide a way for them to teach and lead new and experienced managers.

10. Supervising Effectively

For most people, the required skills for supervising others do not come naturally which means they need to learn and apply this new skill systematically. This course is designed to help delegates gain confidence in supervising others by knowing what areas they need to consider when leading people. It is ideal for those who are new to the supervisory role or those who have been leading but now want to improve their management skills by going through a formal training and tap into established methodologies on supervision and interpersonal skills.

11. Facilitation Skills

Facilitation is an important set of skills suitable for anyone, especially those in a leading position. Facilitation skills can be used in meetings, training courses, planning sessions, workshops, brainstorming sessions and a variety of events where a group of people need to interact with each other.

Who is a Facilitator? To make the event "purposeful" there is a need for someone to shape and guide the process of working together. The Facilitator can help the group to reach its goals and accomplish what it set out to do.