



L'excellence à la portée de tous !

Un ministère de Calvary Chapel-Port-au-Prince

(509) 2209-5686 - [administration@uespoir.edu.ht](mailto:administration@uespoir.edu.ht) - [www.uespoir.edu.ht](http://www.uespoir.edu.ht)

## Syllabus

### Course Title

### LEADERSHIP SKILLS

#### I. Course Objectives

This training aims to enable participants to:

1. Understand current global trends in management practices and good governance within high-performing public administrations.
2. Develop tools to act effectively in various areas of management, including people and team leadership.
3. Enhance their influence as managers by becoming more aware of their personality and management style while improving their interpersonal skills.
4. Facilitate the transfer of learning by applying acquired knowledge to organizational and cultural challenges through integration activities and organizational problem analysis.
5. Encourage reflection on management practices and enrich them with insights from peers and experienced management practitioners.
6. Develop awareness of continuous professional development as a key driver of organizational performance.

#### II. Course Content

- Chapter 1: Leadership and Management
- Chapter 2: Strategic Management
- Chapter 3: Change Management
- Chapter 4: Leadership and Motivation
- Chapter 5: Leadership and Communication
- Chapter 6: Conflict Management
- Chapter 7: Creative Problem-Solving
- Chapter 8: Coaching and Talent Management
- Chapter 9: Leadership and Decision-Making
- Chapter 10: Ethics in Leadership
- Chapter 11: Digital Leadership

## **Evaluation**

The evaluation for the Introduction to Management course will be conducted in two ways:

1. Portfolio Creation Demonstrating 7 Essential Leadership Competencies:

Each student must complete the following portfolio elements:

- o A strategic plan for a company
- o An action plan to motivate employees in a company
- o An interview guide for a Director position
- o Terms of Reference for a conflict management training session
- o An employee evaluation grid for year-end assessments
- o A job offer for an Administrative Assistant position

- o A meeting plan to inform staff about a company-wide change

## 2. Multiple-Choice Exam:

- o A 20-question multiple-choice test covering course material.