



DIPLOMA ON LEADERSHIP & TEAM MANAGEMENT

A PROGRAM WHICH PROVIDES THE SKILLS, KNOWLEDGE AND UNDERSTANDING NEEDED FOR SUCCESSFUL LEADERSHIP, TEAMWORK AND TEAM BUILDING.





This Program will equip men and women who are, or intend to become, supervisors, managers, professionals or executives, with the knowledge to provide effective leadership and to effectively build and manage teams. The ability to work as part of a team, and demonstrate leadership skills is vital for business and career success; this Program covers these important aspects of organizational life, as well as motivation, team behavior, team roles, development and culture, and the use and influence of power in organizations. The Program will help current and future managers and leaders to understand the changes in their leadership role as they rise in seniority, and to understand both practical and theoretical leadership.



SUMMARY OF MAJOR TOPICS

MAJOR TOPICS COVERED IN THIS DIPLOMA PROGRAM INCLUDE:

- Leadership and team building - their importance and roles.
- Leadership, work, organizations and human characteristics.
- Customer service, SMART and C-SMART criteria.
- Motivating people; the social context and psychology.
- Describing and examining various motivational theories, the need for achievement.
- Team and group definitions; values and team behavior, peoples' perceptions of teams.
- Team types and team membership.
- Synergy, groupthink, group dynamics and norms, peer and hierarchical groups; inertia and friction.
- Team formation and development; team features, communication and life cycle; team loyalty.
- Team roles and functions; role theory, team wheels, Belbin's model.
- Testing for teams and selecting team members, the need for balance, recruitment.
- The role of the leader; leadership traits and styles.
- Leadership theories, the leadership spectrum and matrix, becoming a leader.
- Power, influence and relationships in organizations; the use and sources of power.
- Authority, responsibility and accountability.
- Delegation and empowerment in the workplace.
- Dealing with conflict; negotiation, learning, adaptation, and behavior change.
- Team leadership and culture; cultural development and change, cultural types, culture clashes.
- Twenty-first century teams and leaders, ICT and technological synergy, virtual teams, boundaries.
- Theorists: Adair, Belbin, Warren, Blanchard, Covey, Handy, Lewin, Lewis, Morris, Peters, Robbins.



WHAT IS INCLUDED

Your CIC Fee includes:-

- Your enrolment/registration with Cambridge International College, and your own high-quality, professionally produced and illustrated comprehensive International CIC Core Study Publication.
- A detailed, professional 'Study & Training Guide' with full instructions on how to study to achieve success and gain top results. The Guide includes detailed advice on how to answer Tests and Examinations.
- Training Tests (which can be used as 'Past Papers/Questions') and Recommended Answers for them.
- The Final Examination sat under Invigilation/Supervision in your own area - full details, guidance and explanation of how your Examination will be arranged and how Invigilation is conducted will be provided when you register. Note, CIC arranges Examinations in over a hundred countries worldwide for thousands of Members every year; it is a flexible, straightforward process and will be arranged when YOU are ready to write your Examination. The prestigious Cambridge International College Diploma on successful completion of your Study & Training and on passing the Final Examination.
- Your personal page on CIC's Member Services website with access to results, dispatch details, advice and guidance, and more: www.cambridgeinternationalcollege.co.uk
- Regular information and news including: Newsletters with details of special offers and new Programs and much more; and Competition Forms; by email and post.
- Everything needed for your Study & Training success is included in the CIC Fee.
- Additionally:
 - Further Study and Training Advice, and Assistance is available before, during and after CIC Study & Training; Members may ask CIC's team of experienced Consultants for advice on further study and Programmes to improve career prospects and advancement.
 - CIC's experienced and helpful staff can assist with numerous special requests, such as reference/recommendation letters and transcripts, and more, by post and email.



RELATED COURSES

- **STUDY & CAREER DEVELOPMENT** Management.
- Management & Leadership Mastery of Management Graduate Diploma
One year (flexible)
- Management & Administration (BAA) Baccalaureate 2 years (flexible)
- Leadership & Strategic Administration Executive Business Administration
(EBA) 3 years (flexible)
- Strategic Management (AMBMA) Advanced Mastery of Business
Management & Administration (AMBMA) 3 years (flexible)

STUDY & CAREER DEVELOPMENT

Leadership, teamwork and team building is needed to a greater or lesser degree in every aspect of life and work, and this Program and equips those working in, or aiming for a career in supervision and management with the knowledge to understand and develop these important aspects of organizational life - and to succeed, and develop in their careers, be noticed and admired by colleagues and employers, to gain promotion and respect.

CIC provides further course in management and leadership, from Diploma through to the highest levels of study, and in general leadership, management and related studies are required for entrance to almost all higher-level courses offered by educational institutions.