



OBT

## OBT Course Outline

### 4. DEVELOPING YOURSELF AS A LINE MANAGER

<b><i>Main Aims and Key Benefits:</i></b>	This 1-day course is designed to encourage participants to reflect on the key skills and responsibilities required of an effective leader and to consider their own development needs in relation to them.
<b><i>Course Content:</i></b>	<ul style="list-style-type: none"><li>▪ Action Centred Leadership</li><li>▪ Core responsibilities of a leader</li><li>▪ Limits of authority and accountability</li><li>▪ Collecting feedback on own performance</li><li>▪ Structured approach to feedback</li><li>▪ Johari Window Self Awareness Model</li><li>▪ Personal Action Plan</li></ul>
<b><i>Training Methods:</i></b>	<ul style="list-style-type: none"><li>▪ Group discussions</li><li>▪ Syndicate exercises</li><li>▪ Skills practice</li><li>▪ Management games</li><li>▪ Personal questionnaire analysis</li><li>▪ Presentations</li><li>▪ Post Course Action Plans</li></ul>
<b><i>Who will benefit:</i></b>	Assistant Bursars, Heads of Department, Senior Team Leaders, HR managers
<b><i>Duration:</i></b>	1 day
<b><i>Certification:</i></b>	OBT and Progressive Training
<b><i>Training Provider:</i></b>	Progressive Training