



FEDERAL UNIVERSITY OF
TECHNOLOGY OWERRI

AFRICA CENTRE OF EXCELLENCE IN FUTURE ENERGIES AND ELECTROCHEMICAL SYSTEMS (ACE-FUELS)

ACE LEADERSHIP ACADEMY

An initiative of ACE-FUELS

A LEADERSHIP TRAINING CURRICULUM



ACE | FUELS

**Africa Center of Excellence in Future
Energies & Electrochemical Systems**

AFRICA CENTRE OF EXCELLENCE, ACE LEADERSHIP ACADEMY

ACE LEADERSHIP TRAINING CURRICULUM

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Vision:

It is envisioned that the ACE Leadership Academy will develop participants into principled, innovative, dependable, and civic minded leaders who will contribute positively to every field of endeavour.

Mission:

The ACE FUELS Leadership Academy will train participants who are emerging leaders on Communication, Team Building, Securing Resources and Building a Culture of Excellence.

Aim:

The Academy aims to create the next generation of local- based leaders with the capacities and capabilities to compete for, and oversee, the complex, large scale, and interdisciplinary projects, necessary to address the complex problems that employees and businesses are increasingly focused on.

Introduction:

Leadership is a vital management function that helps to direct an organization`s resources for improved efficiency and the achievement of goals. Effective leaders provide clarity of purpose, motivate, and guide the organization to realize its Mission. In the Modern Workplace, an effective leader needs more than technical skills to succeed. He needs to possess soft skills; these are attributes that enables one to engage meaningfully with others. Soft skills allow organizations to use their technical skills and knowledge effectively and efficiently without being hampered by interpersonal issues, infighting and poor public and market perceptions.

Soft skills can be further categorized into People Skills, Social skills and Personal career attributes. Some of the very popular ones include Communication, Self-Motivation, Leadership, Responsibility, Teamwork, Problem solving, Decisiveness, Ability to work under pressure, Flexibility, Negotiation and Conflict Resolution. This document attempts to discuss these soft skills in modules and workable processes.

Proposed Modules

Module	Title
1.	Communication Skills for an Effective Leader
2.	Time Management Skills for Responsible Leadership
3.	Effective Leadership, Negotiation Skills and Conflict Resolution
4.	Building and Leading Effective Teams
5.	Motivation and Effective Leadership
6.	The Mental Health of an Effective Leader
7.	HWPL Peace Education: Empowering Leaders of Peace

MODULE 1: Communication Skills for an Effective Leader

Background:

Poor communication in the workplace is hardly ever A problem; it's nearly always THE problem. Our communication skills training will give participants, essential strategies and skills to successfully deal with their teams, situations and difficult conversations.

Target Audience:

This communication skills training is for managers and team leaders at all levels who want to examine how their every action and communication (or even lack of them) can influence the behaviours and beliefs of their team. It can be particularly useful for those who are dealing with difficult people or tend to react negatively to certain situations.

Learning Outcome:

At the end of the training module, participants should be able to:

- ✓ Improve the influence they have over others.
- ✓ Use perspectives to deal with difficult people.
- ✓ Confidently and empathetically deal with difficult people and situations.
- ✓ Understand different communication styles and learn to adapt their own as necessary.
- ✓ Reduce conflict and confrontation.
- ✓ Use all forms of communication to consistently deliver their message in the right manner.
- ✓ Encourage the same behaviours from their people.
- ✓ Taking responsibility and implementing communication strategies over the longer term

Communication skills training Module:

- 1) Increasing perception – our conscious awareness of how people communicate
- 2) The communications cycle and how every action (or inaction) has an end result.
- 3) Identifying communications barriers as well as ways to overcome them.
- 4) Understanding self-belief, confidence and the conscious and subconscious mind
- 5) Building rapport by understanding how to adapt to different styles of people.
- 6) Highly effective questioning and listening techniques.
- 7) Transactional Analysis to reduce conflict and improve behaviour.

Assessment /Evaluation:

Participants will be required to go through an assessment based on the module. This will help the facilitator/trainer know if any gaps still exist.

Summary:

The Summary of the Module will be treated. Relevant questions and answers will also be treated.

MODULE 2: Time Management Skills for Responsible Leadership

Background:

Time is a limited resource. So, developing a skill for its management is very important for any organizational growth. Time Management can also be described as managing time effectively so that the right time is allocated to the right activity. Effective time management allows individuals to assign specific time slots to activities as per their importance.

Target Audience:

Time Management Skills for Responsible Leadership will be of benefit to anyone who;

- ✓ Works in a busy, fast-moving environment
- ✓ Has trouble meeting schedules and deadlines
- ✓ Regularly works extra hours just to keep up
- ✓ Finds it difficult to manage the demands and expectations of others

Learning Outcome:

At the end of this course, the participants will be able to:

- ✓ Plan and prioritize their work more efficiently and manage interruptions more effectively
- ✓ Develop practical techniques and strategies for more effective time management
- ✓ Harness the benefits of technology
- ✓ Identify their own time management issues and how they arise

The Training Module:

- 1) Managing yourself
- 2) Identifying your priorities
- 3) Linking time to your objectives: short and long term
- 4) Using planning and scheduling techniques
- 5) Use the four Ds for effective workflow
- 6) Setting SMART goals
- 7) Time wasting and procrastination – how to fight them
- 8) Managing your environment
- 9) Managing the information flow – emails, phone and messaging
- 10) Managing the expectations and priorities of others
- 11) Dealing with interruptions
- 12) The art of effective delegation
- 13) Managing meetings

Assessment /Evaluation:

Participants will be required to go through an assessment based on the module. This will help the facilitator/trainer know if any gaps still exist.

Summary:

The Summary of the Module will be treated. Relevant questions and answers will also be treated.

MODULE 3: Effective Leadership, Negotiation Skills and Conflict Resolution

Background

One thing that makes highly effective individuals different from everyone else is their ability to reflect, map out and take action strategically when they negotiate and manage conflict. Undeniably, strategic management and leadership best practice always identifies highly effective negotiation and conflict management skills as crucial for both personal and managerial high performance and success. This hands-on training will provide an intuitive and enlightening calculated analysis of negotiation and then details highly effective practical negotiation and conflict management strategies and tactics that drive successful outcomes. Delegates will leave this training course with a richer and deeper understanding of the way they negotiate and manage conflict and will have significantly improved their practical ability to control and add value through the negotiation and conflict management processes across a range of scenarios and contexts. This will make them become better team players and managers.

Target Audience:

This training will help augment negotiator skills in both experienced and less experienced negotiators, who aim to progress in the future to more challenging roles. It will be of immense benefit to:

- ✓ Go-getting Professionals
- ✓ Management Teams
- ✓ Team Members
- ✓ Administrators and anyone who wish to develop their negotiation skills and make negotiation a more fulfilling and effective part of their job.

Learning Outcome:

At the end of this course, the participants will be able to:

- ✓ Understand what differentiates skilled negotiators from less skilled negotiators and apply this learning to themselves as individuals
- ✓ Understand and build upon personal negotiating strengths and manage their weaknesses
- ✓ Have the ability to exert greater control over the negotiation process
- ✓ Enhanced their own confidence to successfully engage in any negotiation or conflict situation
- ✓ Have the confidence to deal effectively with difficult people in a range of different scenarios
- ✓ Have enhanced vital leadership, management and personal skills that will impact on performance across all aspects of their professional lives

The Training Module:

- 1) Breaking Down the Negotiation Process
- 2) Implementing Practical Negotiation Strategies
- 3) Preparation Templates, Sources of Power & Key Mediation Techniques
- 4) Communicating to Maximize Negotiation Effectiveness
- 5) International and Cross-Cultural Complexities

Assessment /Evaluation:

Participants will be required to go through an assessment based on the module. This will help the facilitator/trainer know if any gaps still exist.

Summary:

The Summary of the Module will be treated. Relevant questions and answers will also be treated.

MODULE 4: Building and Leading Effective Teams

Background:

Teams that are built and led effectively have greater cohesion, employee engagement, and creativity which results in superior performance and satisfaction. Learning how to build, lead, and sustain effective teams provides leaders and organizations with a competitive advantage.

Target Audience:

This program is designed for both new and experienced leaders wishing to enhance their ability to build and lead effective teams. They include Team Leaders, members and Aspiring Professionals.

Learning Outcome:

At the end of the training, the participants will be able to:

- ✓ Build a cohesive and aligned team
- ✓ Manage conflict in a constructive manner
- ✓ Engage in challenging conversations
- ✓ Accelerate the development of trust within their organization
- ✓ Shape a culture of empowerment within the team to encourage innovation
- ✓ Foster continuous learning to enhance performance
- ✓ Lead standing, temporary, and virtual teams

The Training Module:

- 1) Building cohesive and aligned teams: The charter process
- 2) Leveraging conflict and challenging conversations to foster growth
- 3) Amplifying your leader impact through empowerment and learning
- 4) Leading teams (standing, temporary, remote, and/or virtual)

Assessment /Evaluation:

Participants will be required to go through an assessment based on the module. This will help the facilitator/trainer know if any gaps still exist.

Summary:

The Summary of the Module will be treated. Relevant questions and answers will also be treated.

MODULE 5: Motivation and Effective Leadership

Background:

"People always say that motivation does not last, neither does bathing. That is why it is recommended every day" Zig Ziglar.

Motivation can be regarded as a psychological state that compels an individual to take action in the direction of a desired goal and elicits, controls, and sustains certain goal-directed behaviors. It can be considered a catalytic force or the energy to act upon or toward a desired goal. In fact, over a hundred definitions have been linked to the concept of motivation. They however focus on the quantity of motivation the individual has rather than the quality. Effective leaders build and shape organizations that motivate their employees' minds, spirits and actions.

Target Audience:

The program is targeted at individuals who occupy core leadership positions, key decision makers and Human Capital Developers. It is also very useful to persons who aspire to grow in leadership responsibilities.

Learning Outcome:

Good understanding of the modules will herald the best potentials of a leader in human capital development and improve leadership interpersonal skills across all levels of the work force.

At the end of the training, the participants will be able to:

- ✓ Understand why people are motivated
- ✓ Know What Motivates people
- ✓ Understand both extrinsic and intrinsic motivation.
- ✓ Understand the spectrum of motivation.
- ✓ Know the basic comparison of content theories of motivation (Alderfer, Herzberg, Maslow and McClelland

The Training Module:

- 1) Indicators of low and high motivation
- 2) Assessment and development at the place of work
- 3) Leadership, Engagement and motivation
- 4) Workplace learning, training and coaching
- 5) Wellbeing at work

Assessment /Evaluation:

Participants will be required to go through an assessment based on the module. This will help the facilitator/trainer know if any gaps still exist.

Summary:

The Summary of the Module will be treated. Relevant questions and answers session will also be giving quality time.

MODULE 6: The Mental Health of an Effective Leader

Background:

Mental health is not necessarily the absence of a mental illness. It is a state of well-being in which an individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively, and is able to contribute to his or her community." Mental health includes emotional, psychological and social well-being. Mental health is very important because it can affect daily living, relationships, and physical health.

Target Audience:

The program is targeted at every cadre of the work force, particularly those who bear the weightiest responsibilities in any Organization.

Learning Outcome:

An understanding of the modules will help bring out the best potentials of a leader in the face of recalcitrant challenges in the working environment and the society in general.

At the end of the training, the participants will be able to:

- ✓ Understand the essence of mental health as it relates to work output.
- ✓ Know the risk factors of mental illness especially in the working environment and relationship.
- ✓ Become Aware of some common mental health disorders.

The Training Module:

- 1) Mental Health Matters
- 2) Stress and Well-Being
- 3) Social Support
- 4) Problem-Solving
- 5) Anger Management
- 6) Getting a Good Night's Sleep
- 7) Eating and Living Well
- 8) Healthy Thinking
- 9) Finding Balance
- 10) Staying Mentally Healthy with Technology
- 11) Mindfulness

Assessment /Evaluation:

Participants will be put through a simple method for basic mental wellness assessment. They will also be required to go through an assessment based on the module. This will help the facilitator/trainer know if any gaps still exist.

Summary:

The Summary of the Module will be treated. Relevant questions and answers session will also be giving quality time.

MODULE 7: HWPL Peace Education: Empowering Leaders of Peace

Background:

Today, the social structure of the global village is developing in a way that allows diverse cultures and individuals to coexist. But there is still violence and conflicts throughout society. This means that with the development of social structure and policy, every citizen of society must assume ownership, to protect their society and join in by creating and maintaining a harmonious social climate. To create such a world, HWPL Peace Education helps all citizens feel the importance of peace and co-existence and to become peaceful citizens.

Target Audience:

All participants of ACE Leadership Program: to become the leaders of peace in the community they belong to, and for the nation in large. As HWPL Peace Education has a problem-centered design, participants will be able to look at the cause of conflict and wars and be trained to be a part of the solution.

Learning Outcome:

Topic	Expected Effects
Diversity, Harmony	The participants will recognize that mutual respect must be based on relationships with other people even despite differences.
Value Recognition	The participants will acknowledge that mutual respect begins by accepting and understanding the differences.
Human Greed	The participants realize that greed has destroyed the order of society, broken the peace, and a selfless attitude is needed.
Human Relations	The participants will know that maintaining cooperative relationship with people they work with, and social order is important to maintain peace.
Gratitude	The participants will be able to recognize and appreciate the grace and gratitude they receive.
Consideration	The participants can be tolerant of others by empathizing with and understanding them.
Sacrifice	The participants can share and share to others without expectation of something in return.
Forgiveness	The participants can also be tolerant of those who are unrelated to them or of those who have done something wrong to them.
Respect	The participants have respect for all the seniors who guide them.
Preservation of Heritage	The participants have an attitude to develop a world made through the efforts of their forefathers into a better world of peace.
Law of Peace	The participants recognize that there are principles and rules that society and the state must keep in order to achieve peace, and they need to obey to the rules and principles as members of society.
Peace	Participants are encouraged to be citizens of peace and to live as peaceful citizens with the courage to spread a culture of peace.

The Training Module:

12 Lessons of HWPL Peace Education Textbook:

- 1) Original States of All Creation
- 2) A Reason for All Creation Living in Harmony
- 3) What Broke Peace in the World of Humankind-protected.
- 4) Restoration of Order in Relation in the Human World
- 5) Being Grateful for Kindness and Grace
- 6) Being Considerate of the Benefit of Others
- 7) A Sacrifice without Compensation
- 8) Understanding and Forgiving Others
- 9) Respect for Elders
- 10) Efforts towards Preservation of Heritage
- 11) Law-Abiding Spirit and Law of Peace
- 12) Completion of Peace Humanity Has Long-awaited

Assessment /Evaluation:

Participants will be required to go through an assessment based on the module. This will help the facilitator/trainer know if any gaps still exist.

Summary:

The Summary of the Module will be treated. Relevant questions and answers session will also be giving quality time.