

ADVANCED CERTIFICATE IN LEADERSHIP AND MANAGEMENT



GENTEX[®]
TRAINING CENTER



Introduction

Leadership at a senior level is judged less on individual effort and more on the systems, decisions, and people a manager leaves behind. The Advanced Certificate in Leadership and Management Training Course brings strategy, people leadership, and operational control into one coherent programme. Participants learn to translate strategy into departmental plans, build high-performing teams, manage budgets and risk, and drive change that holds. Furthermore, the course covers governance, performance measurement, and stakeholder negotiation. In addition, it strengthens decision-making under uncertainty and personal leadership presence. As a result, participants return able to lead a function with credibility and deliver results that last.

Advanced Certificate in Leadership and Management Course Objectives

- Translate organisational strategy into departmental objectives and plans.
- Apply SWOT, PESTLE, and the Balanced Scorecard to strategic planning.
- Build high-performing teams through trust, roles, and shared standards.
- Apply situational leadership and emotional intelligence in managing people.
- Coach and develop staff using the GROW model and structured feedback.
- Read budgets, control costs, and interpret financial variance reports.
- Manage risk using risk registers and mitigation planning.
- Lead change with Kotter's eight-step model and communication planning.
- Negotiate with stakeholders using structured influence techniques.
- Measure performance with KPIs and report results to senior management.

Course Methodology

- Instructor-led sessions combining leadership theory with applied practice.

LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Case studies from corporate, public, and industrial leadership settings.
- Practical exercises in strategy mapping, budgeting, and briefing papers.
- Role-play exercises on negotiation, feedback, and difficult conversations.
- Group workshops building departmental plans and performance frameworks.
- Continuous knowledge checks and a final assessed leadership project.

Who Should Take This Course

- Department managers and heads of function.
- Senior managers preparing for executive responsibility.
- Programme and business unit leaders.
- High-potential managers on development tracks.
- Experienced supervisors moving into management.
- Senior professionals leading teams and budgets.

Advanced Certificate in Leadership and Management Course Outlines

Day 1: Strategic Leadership and Direction

- Leadership versus management at senior level.
- Environmental analysis with SWOT and PESTLE.
- Vision, mission, and strategic objective setting.
- Strategy maps and the Balanced Scorecard.
- Aligning departmental plans with organisational strategy.
- Governance, ethics, and decision authority.
- Workshop: building a departmental strategy map.





Day 2: Leading and Developing People

- Situational leadership and matching style to individuals.
- Emotional intelligence in leadership practice.
- Building high-performing teams: Tuckman stages and role clarity.
- Coaching with the GROW model.
- Feedback using the SBI model and structured reviews.
- Succession planning and developing future leaders.
- Workshop: coaching and feedback practice session.

Day 3: Financial Control and Resource Management

- Reading income statements, balance sheets, and cash flow.
- Budget preparation, forecasting, and variance analysis.
- Costing methods and break-even analysis.
- Investment appraisal with payback and net present value.
- Procurement, supplier management, and cost control.
- Resource planning and capacity management.
- Workshop: analysing a departmental budget variance report.

Day 4: Operations, Risk, and Performance

- Process mapping and operational improvement.
- Lean thinking and waste reduction in daily operations.
- Risk registers, assessment, and mitigation planning.
- Quality management and continuous improvement.
- KPI design and performance dashboard reporting.

LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Managing underperformance with improvement plans.
- Workshop: building a risk register and KPI set.

Day 5: Change Leadership and Stakeholder Influence

- Kotter's eight-step change model and change communication.
- Building the case for change and addressing resistance.
- Stakeholder mapping and power-interest analysis.
- Negotiation techniques and managing difficult stakeholders.
- Personal resilience and leading under sustained pressure.
- Building a personal leadership development plan.
- Workshop: presenting a leadership and change plan.

Conclusion

By successfully completing the Advanced Certificate in Leadership and Management Training Course, participants will have acquired the knowledge to set strategic direction, build and develop high-performing teams, manage budgets and resources, control risk, and lead change with a structured plan. They will also gain the ability to measure performance and influence stakeholders credibly at senior level. Furthermore, the course prepares managers to lead a function rather than manage tasks alone. Gentex Training Center delivers this programme with a strong emphasis on practical, workplace-ready leadership and management practice.

FAQs





Q1 What is the "Advanced Certificate in Leadership and Management" course about?

It is a comprehensive programme covering leadership and management at senior level. It addresses strategic planning, people leadership and development, budgeting and financial control, operations and risk management, performance measurement, change leadership, and stakeholder negotiation.

Q2 What are the key benefits of the "Advanced Certificate in Leadership and Management" course?

Participants gain a complete management perspective that connects strategy to daily delivery, which reduces misalignment between departments. The course improves financial literacy and resource control, raises team performance, strengthens risk and performance governance, and builds the confidence to lead change and negotiate at senior level.

Q3 What skills will I gain from the "Advanced Certificate in Leadership and Management" course?

Strategic planning and departmental objective setting; team leadership, coaching and people development; budgeting, financial analysis and risk control; and performance measurement, change leadership and stakeholder negotiation.



Q4 What tools, methods, or standards are covered in the "Advanced Certificate in Leadership and Management" course?

The course covers SWOT and PESTLE analysis, strategy maps and the Balanced Scorecard, the Tuckman team development stages, situational leadership, the GROW coaching model, the SBI feedback model, budgeting and variance analysis, break-even analysis and net present value appraisal, risk registers, Lean process improvement, KPI dashboards, and Kotter's eight-step change model.

Q5 How is the "Advanced Certificate in Leadership and Management" course applied in real-world practice?

Graduates apply it by translating strategy into departmental plans with budgets and KPIs, coaching and developing their teams, and reviewing financial and operational performance monthly. They also maintain risk registers, lead change initiatives with a communication plan, negotiate with stakeholders, and report results to senior management.