



Certificate in Business Leadership

Overview

The ability to lead at the organisational level is a key leadership skill. Leading at this level is more complex than leading yourself or leading a team. At the organisational level, leaders have responsibility for creating an environment that allows all employees to feel engaged and committed, while also helping to ensure the financial success of the business and meeting the needs of a wide array of stakeholders, including shareholders, investors, customers, partners etc.

Leadership at the organisational level requires a broader and deeper understanding of the factors that impact organisational culture, innovation and performance. It requires a more strategic outlook and a future focus.

This course is designed to help participants effectively navigate across the organisation. In this course, participants will learn tools and best practices in leadership across finance; risk and crisis management; retention, development and engagement of the workforce; talent management and succession planning; managing diversity; fostering creativity and innovation; leading change; and building internal and external networks.

Objectives

On completion of this course participants will be able to:

- Understand key finance and accounting concepts
- Effectively assess and manage business risk and crises
- Create and maintain a positive work environment for their organisation
- Take steps to assess the development needs of their employees
- Understand options for effectively developing employees
- Recognize characteristics that foster creativity in a work environment
- Understand methods for successfully managing change
- Use techniques to get the attention of senior executives
- Develop effective relationships throughout their organization and beyond

Who should enrol?

- Those aspiring to a career in management
- Newly appointed managers and leaders
- More experienced managers looking to improve their performance in their current role and as they plan for the next stage of their career

Program Structure



The ACI Certificate in Business Leadership is course consists of the following eight online modules:

Module 1. Manager's Finance Essentials

- Key finance and accounting concepts
- The fundamentals of budgeting and cost management
- Using financial statements to track a business' financial performance

Module 2. Risk and Crisis Management

- Identifying, assessing and mitigating risks
- When and how to take strategic risks
- Leading the business during times of company crisis

Module 3. Driving Employee Engagement

- What drives employee engagement
- The link between employee engagement and business performance
- How leaders can keep employees engaged

Module 4. Retaining and Developing Your People

- Practical strategies for developing employees
- Building a talent pipeline with succession planning
- The elements of successful mentoring programs

Module 5. Managing a Diverse Workforce

- Leveraging diversity for success
- The keys to cross-cultural communication
- Bridging the generation gap

Module 6. Fostering Creativity & Innovation

- Fostering creativity in the workplace
- Attracting innovators to the business
- Executing innovation projects

Module 7. Leading Through Change

- Leading and sustaining change
- Managing employees during difficult times
- Planning and implementing staff reductions

Module 8. Managing Relationships for Leadership Success



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- Building and maintaining strong professional relationships and networks to grow your career
- Communicating effectively with and influencing senior executives

The Certificate in Business Leadership can be taken as a standalone course, or can be combined with the Certificates in Self and Team Leadership, to obtain the Diploma in Leadership Essentials.