

# Short Course Modules

Leadership, Communication Skills and Myers Briggs  
(MBTI) Personality Profiling

Commodore Hotel, 18<sup>th</sup>, 19<sup>th</sup> July 2013



**The Academy of Constructing Excellence**

Key Factors	Details
Module Name	<p><b>Leadership</b></p> <p><b>Communication Skills</b></p> <p><b>Myers Briggs (MBTI) Personality Profiling</b></p>
Level	Level 6 <b>(NZQA Framework) (8 credits if assessed)</b>
Where	Copthorne Hotel Commodore, Christchurch Airport
Brief Description of Module Content	<p>The Leadership Module will help students gain an understanding, knowledge and skills in the Roles of a Manager/Leader, the 5 Practices of Effective Leaders and Delegation.</p> <p>The Communication Skills Module will help students gain understanding, knowledge and skills in Listening, Questioning, Coaching, Emotional Intelligence and Giving Feedback.</p> <p>Integral to the course, students will have an Introduction to MBTI, receive Computer Profiles on Reported Type and understand Type and Type Dynamics in leadership and communication styles and techniques.</p>
Aims and Objectives	<p>Develop awareness, knowledge and skills for:</p> <ul style="list-style-type: none"> <li>• The effective leadership of people and projects.</li> <li>• Effective communication to create a collaborative culture in the work place</li> <li>• Self-awareness through understanding personality types and to develop the ability to innovate and understand your style and others</li> </ul>

Learning Outcomes	
	<p>On completion of the <b>Leadership module</b>, participants will :</p> <ul style="list-style-type: none"> <li>▪ Have knowledge of basic skills and qualities necessary for effective Leadership of people and projects.</li> <li>▪ Reflect on and recognise their preferred style of management/leadership and understand its implications for the work climate</li> <li>▪ Set out their vision for the work team and communicate it effectively</li> <li>▪ Apply and demonstrate an appropriate leadership style for work place situations</li> <li>▪ Understand the importance of delegation and how to delegate effectively.</li> <li>▪ Work effectively with staff, building commitment and a partnership approach</li> <li>▪ Identify actions they need to take to further develop and apply their skills</li> </ul> <p>On completion of the <b>Communication Skills module</b>, participants will :</p> <ul style="list-style-type: none"> <li>▪ Understand how your personality type affects your communication style and identify areas where you can improve your communication style.</li> <li>▪ Have skills for effective communication in listening, questioning and influencing.</li> <li>▪ understand how your emotions affect your behaviour and have ways to manage emotions and respond positively to situations</li> <li>▪ have the skills to give and receive constructive feedback to maintain performance</li> </ul>

	<p>In addition through completion of an <b>MBTI Profile</b>, participants will be guided to:</p> <ul style="list-style-type: none"> <li>▪ Understand your own personality type and how you prefer to gather information and make decisions.</li> <li>▪ Show an understanding of other peoples Personality Types and how they influence each other.</li> <li>▪ Have an understanding of how your Personality Type affects your communication style and interactions with others.</li> </ul> <p>Students will:</p> <ul style="list-style-type: none"> <li>• Complete an online MBTI questionnaire prior to the course.</li> <li>• Receive a full in-depth personalised report.</li> <li>• Engage in a 1:1 verification session via Skype.</li> </ul>
<b>Lecturer</b>	<p><b>Saranya Tarrant, Constructing Excellence NZ.</b></p> <p>Saranya is a highly experienced trainer over 30 years in Leadership, Communication skills and team building and a recognised leader in change management. She is also a qualified MBTO practitioner. Saranya has specialised in teaching Engineers and Construction personnel in NZ over the past six years.</p>
<b>Time Req.</b>	2 days
<b>Dates 2011</b>	<b>18<sup>th</sup> &amp; 19<sup>th</sup> July 2013</b> 9.00am to 4.30pm day 1 and 9.00am to 3.30pm day 2. Lunch and refreshments both days
<b>Investment</b>	<p><b>\$1499 plus GST including Full MBTI Profiling and one to one MBTI verification session.</b></p> <p><b>Offer - \$499 only for second delegate for CCG members and ACE Alumni</b> (This covers the costs of the MBTI profiling and one-to-one session).</p>

<b>Module</b>	<b>Leadership, Communication and MBTI</b>
<b>Dates</b>	18 <sup>th</sup> & 19 <sup>th</sup> July 2013
<b>Investment</b>	\$1599 plus GST \$499 for second delegate for CCG members and ACE Alumni)
<b>Name (s)</b>	
<b>Role (s)</b>	
<b>Company</b>	
<b>Tel:</b>	
<b>Email:</b>	
<b>Address for Invoice</b>	
<b>Signature &amp; Date</b>	

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Payment is required at least 48 hours before the event. Cancellation is accepted with full refund up to 48 hours before the event. Within 48 hours of the event will result in a credit for a future course.