

## Award in Individual Leadership Skills

### Applying for this course:

Individuals eligible to enrol in this programme would be 15 years of age (subject they have completed compulsory schooling) and older. Individuals will also need to be able to communicate in and comprehend English. For further information, kindly contact us on [qa.jobsplus@gov.mt](mailto:qa.jobsplus@gov.mt) stating your ID card number, attaching copies of your qualifications and a copy of your CV highlighting your work experience. Alternatively, you can send the requested information by post addressed to: Quality Assurance Unit, Jobsplus Training Complex, Triq Birżebbuġa, Ħal Far BBG3000

### Course Duration

This course is of 14 hours duration and consists of one Module, including a written assessment.

### General pedagogical guidelines and procedures for this course:

The delivery of this course will be mainly held through a series of discussions, class work exercises and hands-on training. These will enable learners to practice and consolidate the classroom training. The trainer will also be holding lessons with the learners which will consist of various presentations and demonstrations.

### General assessment policy and procedures for this course:

The learner will be assessed through an Ongoing Assessment that will take place throughout the duration of the course. At the end of the course, there will also be a 1 hour written assessment, to assess his/her competence.

### Module 1 Learning Outcomes- **Developing Individual Leadership Skills**

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| <ul style="list-style-type: none"><li>✓ Manage personal leadership strengths and areas for growth.</li><li>✓ Be responsible for building on self-confidence, resilience, and stress management.</li><li>✓ Monitor the relevant interpersonal skills that can and would lead to leadership.</li><li>✓ Ensure the importance of effective communication, active listening, building trust, and rapport.</li><li>✓ Deal with stress management and its issues.</li><li>✓ Identify and explore different leadership traits and skills.</li><li>✓ List interpersonal skills that are relevant in the area of leadership.</li></ul> | <ul style="list-style-type: none"><li>✓ Identify and understand the six methods of developing the art of persuasion.</li><li>✓ Define the application of persuasive communication and leadership skills in personal and professional contexts.</li><li>✓ Identify existing leadership styles and their purposes.</li><li>✓ Apply the existing leadership styles according to the situation.</li><li>✓ Describe the relation between persuasion and leadership skills.</li><li>✓ Apply the six methods of developing the art of persuasion to real life situations.</li><li>✓ Practice self-evaluation, self-awareness, and character adjustment.</li></ul> |
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**Module Assessment:** The assessment will be as follows:

Each learner will be assessed through ongoing assessments throughout the whole course, which will also take into consideration the learner's classroom participation. This will have a total of 40% of the global mark.

There will also be a 1 hour written assessment, at the end of the course. This will have a total of 60% of the global mark.

Trainees will need to obtain a pass mark from both the Ongoing Assessment and the written assessment. The pass mark is 45%.

The Malta Further and Higher Education Authority (MFHEA) deems this certificate to be at Level 4 of the Malta Qualifications Framework and the European Qualifications Framework for Lifelong Learning. This course comprises study modules to which a total of 1 ECTS point is assigned.