

## Leadership and Managerial Skills (HOUSTM-751)

<b>Duration</b>	4 days
<b>Target group</b>	Maritime Personnel. It is preferred that delegates be experienced senior vessel officers or senior vessel support personnel whose roles involve regular, daily interaction with junior officers and crew or junior support personnel.
<b>Prerequisites</b>	<p>The Code of Federal Regulations 46 CFR 10.403(a)(3) requires training to be administered entirely in the English language unless specifically approved to be presented in another language.</p> <p>Students must be able to read and write in English to take the written exam and successfully complete the course.</p>
<b>Objective</b>	<p>Upon course completion, the delegate will be able to</p> <ul style="list-style-type: none"> <li>- describe leadership in practical terms and identify areas where leadership has been applied in daily activities</li> <li>- discuss and illustrate how national and international regulations and requirements have evolved over time from a lack of effective leadership</li> <li>- address the differences between good leadership and management and why it is important not to confuse the two</li> <li>- appreciate the importance of a leader's vision and mission as it applies to the professional mariner in a leadership role</li> <li>- discuss generational differences and how to address communication challenges resulting from those differences</li> <li>- develop effective skills for both leading and communicating in a team environment</li> <li>- discuss how an organization and individuals in the organization react to its leader</li> <li>- discuss and demonstrate effective communication techniques</li> <li>- address the rules and regulations applicable to interpersonal conduct</li> <li>- discuss inappropriate conduct and its consequences</li> <li>- apply the why, what, and how of effective meetings</li> </ul>
<b>Contents</b>	<p>This course references STCW Code Table A II/2</p> <p>The topics covered during this course are:</p> <ul style="list-style-type: none"> <li>- Definition of and understanding leadership</li> <li>- Why study leadership &amp; exemplary leaders' activities</li> <li>- Leadership vision, mission, and process</li> <li>- Working with those you lead</li> <li>- Decision making process &amp; role</li> <li>- Emotional intelligence</li> <li>- The "Triad" relationship: Authority, Responsibility, Accountability</li> <li>- The dangers of leadership</li> <li>- Introduction to and defining human communications</li> <li>- The different types of communication and how to improve communication skills</li> <li>- Effective voice mail</li> <li>- Moving a group to action</li> <li>- Briefing the boss</li> <li>- Writing communications</li> <li>- Communication &amp; leadership</li> </ul>

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- Interpersonal conduct
  - Effective meetings
  - Delegate role playing and individual presentations
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**Exam**

The End of Course grade (passing grade requires a minimum of 70%) is comprised of scores from three different elements in which delegates must perform satisfactorily. The grade break down is as follows:

- 50% from a 45 question exam
- 30% from six student participation exercises
- 20% from course participation and contribution

46 CFR 10.403(a)(4) requires a written examination. Course Instructors are not permitted to assist with taking written exams.