



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA.GEN.MAN.005
ITS TRAINING POLICY AND PROCEDURE MANUAL – FORMAL COURSE STANDARDS	ED	01 DU 01/03/2015
	REV	00 DU 01/03/2015

Section 9.0 Management Courses

9001 Management Training

ITS Course Number	9001
ITS Course Title	Management Training
Training Profile	Aerodromes
Training Category	Management 9.0
Sequence	Initial
Course Length	80 Hours
Course Objective	After completing this course the inspector will be able to begin formal on-the-job training for the specific job tasks associated with the subject of the training of management.
Course Description	Participants will gain an understanding of management duties and responsibilities, teamwork, mentoring, communications, managing resources and change, and planning. The course allows participants to analyze how leadership style impacts job performance, demonstrate interpersonal skills, and develop an action plan to support continued growth in leadership effectiveness.



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Course Content	<p>This course provides training on management or supervisory job functions. Training will typically include subjects such as those shown below:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • First line duties and responsibilities (examples – job priorities, administrative duties, operational duties and standards, ICAO and CCAA, effective delegation) • Leadership and Communication Skills • Creating an effective work environment • Recognize and reward performance • Provide and receive constructive feedback • Self-development based on feedback • Tools for managing employees (examples – communication and motivation strategies, coaching, stress indicators, conflict management and problem solving, handling change) • Monitoring progress and performance • Communicate organizational direction and priorities clearly • Demonstrate interpersonal skills in work-related situations.
Prerequisites	None
Revision Date	October 1, 2012
Course Manager	
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	