



DR CHARLES **DU TOIT**  
& ASSOCIATES

THE TRUST-BASED **LEADERSHIP** ACADEMY

## **Leadership & Human Resources**

Strategy | Training | Consulting | Coaching

FIND THE PERFECT  
**LEADERSHIP SOLUTION**





# TRUST-BASED LEADERSHIP SOLUTIONS



**DR. CHARLES  
DU TOIT**

Charles is an independent Learning and Development strategist, specialising in management training, with over 30 years' industry experience in HR and Leadership Development.

## OUR STORY

Having spent years coaching and training leaders across various industries in South Africa, we have come to realise that leadership is not a 'one size fits all' theory. Leadership is, at its heart, a relationship, a relationship built through connections with a foundation of trust.

This led to the creation of several niche leadership development solutions and to the establishment of The Trust-Based Leadership Academy, a niche Leadership Development Consultancy, headed up by Charles. We specialise in developing exceptional leaders and equipping employees with the personal and professional ability to take the next leadership step within their organisations.

With more than 30 years of collective experience, our programmes focus on assisting leaders' transition from leading self through to leading organisations, with the understanding that specific leadership competencies are essential at each transition.



## TOP-CLASS CLIENTS

**We are proud to have worked with:**

Aspen, BKB, Twizza, SAFRESCO, Bocadillos, Delacom Solutions, Democratic Alliance (DA), Global Business Solutions, Imizi, Mercedes Benz South Africa, Nelson Mandela Bay Business Chamber, Weinert Cables, Nelson Mandela University, San Miguel, Stellenbosch University Business School, South African Board for People Practices (SABPP), South African Bottling Company (SABCO), South African Institute of Chartered Accountants (SAICA), Torre Parts, University of Cape Town, Volkswagen South Africa, Woodland's Dairy and more.



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# LEADERSHIP SOLUTIONS **SHORT COURSES**

# DISCOVER YOUR PERSONAL LEADERSHIP BRAND



2X INPUT SESSIONS



ONLINE & CLASSROOM  
SESSIONS AVAILABLE



## OVERVIEW

Leadership is not a theory or an ability some have, and some do not. Leadership emerges as a consequence of deliberate reflections and application, culminating in a personal leadership brand.

Leaders transitioning from leading self to leading others, or from leading others to leading leaders, need to deliberately create the brand of leadership which they want to be known for.



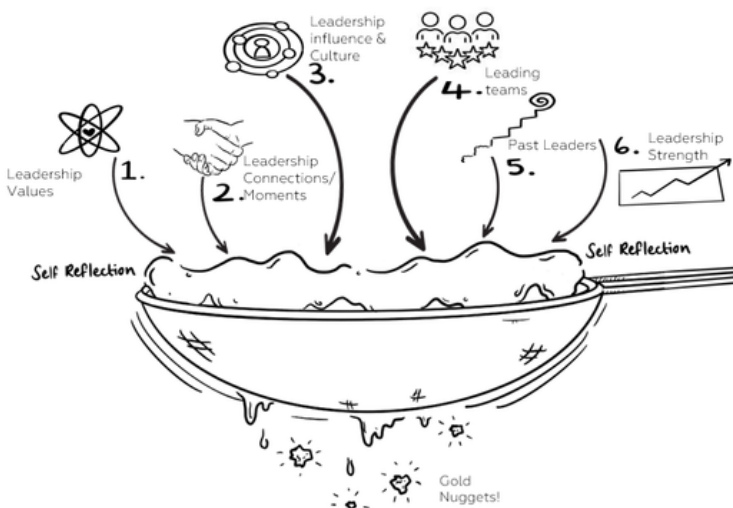
## METHODOLOGY

We take delegates on a 2-day, reflective journey, which we call 'panning for gold'.

Delegates explore various concepts, principles and theories and reflect on their own experiences.

Delegates are encouraged to sift through all the information and find what resonates with them (gold nuggets), which will form the foundation of a personal leadership brand.

The programme culminates in delegates declaring their personal leadership brand.



## WHO SHOULD ATTEND

This training is specifically aimed at leaders transitioning across the first two levels of the leadership pipeline but has been adapted and effectively implemented across higher transitional levels.



## WHAT I WALK AWAY WITH

A personal leadership brand statement which will inspire and guide me as a future leader.

Specific action steps to ensure I maintain traction.

Some useful knowledge:

- Leadership values
- Leadership moments/connections
- Leadership influence & culture
- Leading teams
- Leadership lessons from past leaders

An honest understanding of my personal leadership strengths and my blind spots.



**ACCREDITED  
& NON-ACCREDITED**

Leadership Academy Certificate of completion and/or SETA Accredited certificate. The SETA accredited certificate would accrue an additional fee and require the submission of a portfolio of evidence.

# LEADING **HIGH-PERFORMANCE** TEAMS

## - TEAMS WITH **SUPERPOWERS**



2X INPUT SESSIONS



ONLINE & CLASSROOM  
SESSIONS AVAILABLE



## OVERVIEW

Now, more than ever, our leaders at all levels across the organisation will be called upon to navigate complexity, inspire teams and play a crucial role in driving personal and organisational success.

In this workshop delegates are given reflexive tools, which are designed to measure and improve the way they lead their teams and help them develop a team with Superpowers.

## METHODOLOGY

We take delegates on a 2-day, interactive journey, during which we focus on building high-performance work teams, using key principles taught.



## WHO SHOULD ATTEND

This two-day training course will greatly benefit current key management, as well as newly appointed leaders who are transitioning from one level of the leadership pipeline to the next.

## BENEFITS TO YOU

The ability to create a high-performance work team.

Some useful knowledge:

- How to motivate a team – intrinsic motivation
- Managing performance – high performance
- The life cycle of a team and specific actions
- Leadership Moments



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& NON-ACCREDITED

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# 14 COMMANDMENTS OF LEADERSHIP



2X INPUT SESSIONS



ONLINE & CLASSROOM  
SESSIONS AVAILABLE



## OVERVIEW

Leadership moments occur regularly in the leadership journey and how you manage these leadership moments can greatly increase or decrease the level of trust your employees have in their leader.

Over several years of coaching and training leaders, we have developed tools to empower leaders to effectively manage leadership moments.

We explore 14 "Commandments" every leader should follow in order to ensure they optimise leadership moments. These are simple but powerful tools leaders can use in their daily leadership journey.

## METHODOLOGY

We take delegates on a 2-day, reflective journey, during which we focus on the 14 Commandments and how and when to use them to ensure you are building trust-based leadership with your teams.

We explore various leadership moments and how these tools can be used to elevate the trust level of the leader and ensure optimum performance of the team.



## WHO SHOULD ATTEND

This training course will greatly benefit those in current key management positions, and newly appointed leaders who are transcending from one level of the leadership pipeline to the next.

## BENEFITS TO YOU

The ability to navigate leadership moments in a way that builds trust with your team and some useful knowledge:

- 14 Commandments – a toolkit for leaders
- How to apply the tools in real-world leadership moments



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& NON-ACCREDITED**

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# TSB EXECUTIVE EDUCATION: TRUST-BASED LEADERSHIP DEVELOPMENT PROGRAMME



3X 2-DAY INPUT SESSIONS



ONLINE ONLY COURSE



## OVERVIEW

We have partnered with Tshwane School for Business & Society to bring you this unique development programme. The programme forms part of TSB's overall Executive Development Offering.

At TSB, we offer executive education programmes that equip delegates to operate, lead and thrive in this continuously evolving, uncertain and disruptive global environment. We create solutions at the highest level, whether the focus is on improving general management skills, or focusing on specific areas.

## COURSE OUTLINE



- Discover Personal Leadership Brand | 2 days
- Leading with Superpowers | 2 days
- Leading 360 | 2 days



## WHO SHOULD ATTEND

TSB's online business courses are tailored to provide the best learning experience for leaders and managers to advance in their careers and make an immediate impact on their organisations and society.



## ACCREDITED



# LEADERSHIP SOLUTIONS: SELF-LEADERSHIP



5X INPUT SESSIONS



ONLINE & CLASSROOM  
SESSIONS AVAILABLE



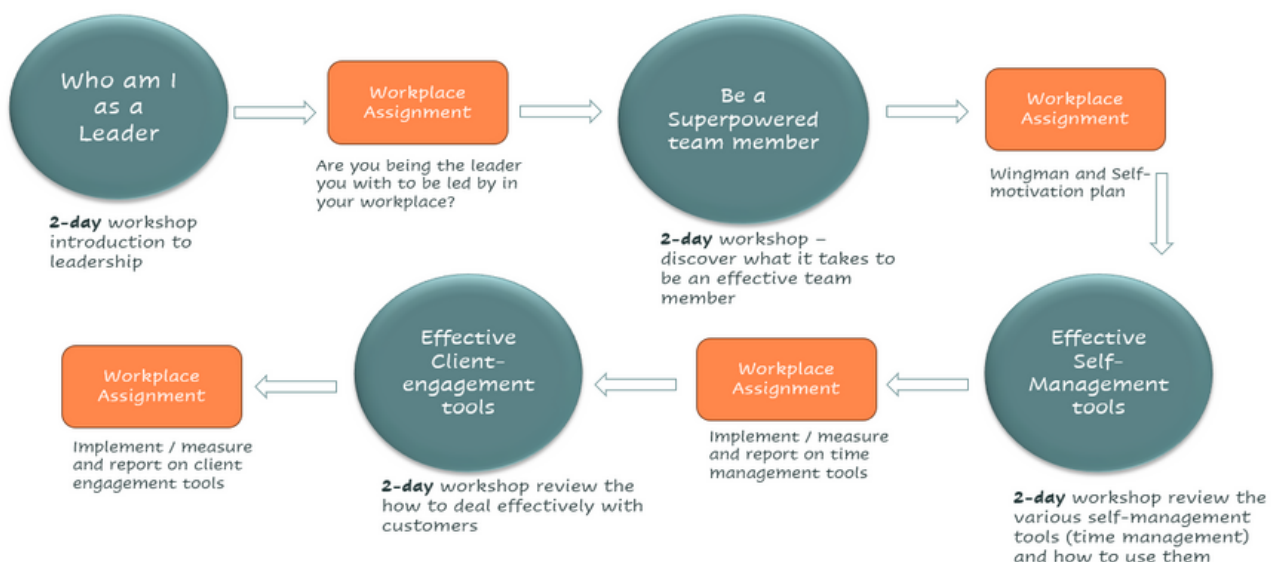
## OVERVIEW

- The first step in the journey of any leader begins with leading self.
- In these programmes we focus on developing skills required for effective self-leadership.



## WHO SHOULD ATTEND

The course is designed as 5 short and sharp interventions to cover the basics required to prepare for the first transition on the leadership pipeline. The focus of this programme is on effective self-leadership.



# JUST-IN-TIME LEADERSHIP SOLUTIONS: SHORT COURSES



ONLINE & CLASSROOM  
SESSIONS AVAILABLE



## OVERVIEW

- Leaders on the front line require an understanding of leadership and how to inspire their teams to perform at an optimum level.
- We offer a range of short-courses for front-line leaders who are not currently participating in a full qualification.



## WHO SHOULD ATTEND

These courses are designed as just-in-time leadership interventions to address specific pain points in the first transition.

### The Rules of the Game

**1-day** workshop explores roles and responsibilities

### Know yourself to lead others

**1-day** workshop assist the new leader to understand self to lead others

### Motivation

**1-day** workshop building an effective team through ensuring self-motivation

### Performance Leadership

**1-day** workshop managing the performance process

### Connected conversations

**1-day** workshop – tools communication

### Dealing with difficult people

**1-day** workshop – tools for effective time management

### Time Management

**1-day** workshop – tools for effective time management

### Know your business

**1-day** workshop – bespoke where your department fits into the value system

### Getting the best out of diversity

**1-day** workshop – managing diversity for performance

### Managing workplace discipline

**2-day** workshop – introduction to workplace discipline

### Managing disciplinary hearings

**3-day** workshop – preparing for disciplinary hearing



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# LEADERSHIP SOLUTIONS **QUALIFICATIONS**

# LEADERSHIP LEARNERSHIP



11X INPUT SESSIONS



ONLINE & CLASSROOM SESSIONS AVAILABLE



## BACKGROUND

Our Leadership Learnership equips you with the skills you need to take your career further. This unique learnership builds on a personal leadership brand and provides both leadership and management skills to enable progression from leading self to leading others.

The Learnership delivers a transformative learning experience for those aiming to make positive strides in their leadership journey.

Furthermore, with this course being an Accredited Learnership, benefits in the form of tax rebates can potentially fund the bulk of the cost of the training.

### Embedded skill sets

Performance management  
IR and discipline  
presentation skills  
assertiveness  
coaching  
conflict management  
systems thinking

## COURSE OUTLINE

- Discover Your Personal Leadership Brand | 2 Days
- Leading your teams with Superpowers | 2 Days
- Leading 360° | 2 Days
- Manage Systems, Time & Processes | 2 Days
- Manage People | 2 Days
- Manage Expenses | 1 Day

## WHO SHOULD ATTEND

This training course is suitable for a range of professionals but will greatly benefit new and earmarked leaders who are transitioning from leading self to leading others.



## QUALIFICATION

FETC: GENERIC  
MANAGEMENT (57712)  
LP74630  
150 CREDITS



african  
enterprise  
network  
Sustainable & Inclusive  
Business Solutions

Both Learnerships are accredited in proud partnership with African Enterprise Network consulting and training services.

# ADVANCED LEADERSHIP LEARNERSHIP



22X INPUT SESSIONS



ONLINE & CLASSROOM  
SESSIONS AVAILABLE



## BACKGROUND

This course outlines the fundamental elements for **advanced** leadership management.

The program offers a successful blend of theory and practice of leadership metrics, in which delegates are given the **reflexive tools** that are designed to measure and manage the implementation of their Leadership Brand.

Through the 22 contact sessions, Dr. Charles du Toit will provide participants with the knowledge and skills to accurately analyse, outline and gauge the leadership metrics that are in line with their business strategies.

Furthermore, with this course being an Accredited Learnership, benefits in the form of tax rebates can potentially fund the bulk of the cost of the training.

### Embedded skills

Virtual Communication skills, delegation, coaching, manage change, manage stress

## COURSE OUTLINE

- Personal Mastery | 2 Days
- A Passion to Lead | 5 Days
- Leadership Moments | 5 Days
- Leadership Mindset | 5 Days
- Leading Change | 5 Days



## WHO SHOULD ATTEND

This programme is designed for leaders transitioning from leading others to **leading leaders**. Those who are leading department or divisions or teams of people.



## QUALIFICATION

NC: GENERIC  
MANAGEMENT  
(59201)  
162 CREDITS



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enterprise  
network

Sustainable & Inclusive  
Business Solutions

Both Learnerships are accredited in proud partnership with African Enterprise Network consulting and training services.



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# LEADERSHIP SOLUTIONS **ADDITIONAL OFFERINGS**



## THE TRUST-BASED LEADERSHIP SOLUTIONS



ONLINE & CLASSROOM  
SESSIONS AVAILABLE



## STRATEGY DEVELOPMENT

We work with leadership teams to develop organisational strategy and cascade this throughout the organisation.



## CULTURE CHANGE

When our leaders are trusted - starting at the very top - and begin to influence the organisation towards the desired change, through how they show up and what they focus on, **then real change becomes possible.**

Leadership breathes life into change processes and shifts change process from a superficial change of colour to a DNA change.

This is where our chameleons begin to take on the DNA traits of Komodo Dragons!



## TEAM BUILDING

Using the unique business game "The Volo Challenge" we take teams on an experiential learning journey.



## COACHING

We offer one-on-one or team coaching, helping leaders transition across the levels of the leadership pipeline.



## TEAM CONFLICT RESOLUTION

We work with teams that are experiencing conflict and help move them through conflict and towards performance.





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[www.trustbasedleadershipacademy.com](http://www.trustbasedleadershipacademy.com)



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