

Leadership - A New Perspective

A modular programme designed for new leaders wanting to create a climate for success whilst effectively influencing upward, downward and sideways.

This course is designed to equip new leaders with the tools, techniques and knowledge that will provide a solid platform for success and future career progression.

Stepping into the Leadership Arena requires a rapid transition to new levels of personal interaction and responsibility.

Fresh skills will need to be developed, new situations will be faced and multiple relationships will need to be managed –

...are you ready?

Programme Length:
2 days
(or 20 Module Hours)

Leadership vs Management.

- Distinguishing between leadership and management
- When & how to 'cross the line'
- Understanding the immense power of excellent leadership

Understanding your unique style

- Identifying and understanding the range of approaches available to lead others
- Personal style analysis & feedback

Leading Teams

- Identifying the characteristics of an effective team and team leader
- Building 'team spirit' and management loyalty
- Accelerating team performance

Personal Keys for Leadership Effectiveness

- 5 Keys for effective leadership
- Adapting your approach to the situation
- Maintaining healthy relationships

Your Impact on Organisational Climate

- How leadership affects productivity and employee satisfaction
- The six leadership styles - and how to use them
- Your personal preferences – a self evaluation exercise

Communication

- Understanding how – & why each of us communicates in different ways
- Using the Languages of Logic and Emotion
- Communication skills for Leaders
- How to break the cycle of ineffective communication

Planning, Control and Proactivity

- Understanding how to control events before they control you
- Effective delegation
- Enlarging your sphere of influence on individual, team and cross-functional platforms

Effective Decision-Making

- Adopting a logical approach to decision making
- Adapting your approach in response to varying time imperatives
- Minimise risk in decision making
- Building on your ideas

Managing the Future

- Developing a support network
- Effectively managing strategic relationships
- Aligning your corporate skills
- Identifying your personal mentor

Assertiveness

- Identifying aggression, submission and assertiveness
- 6 practical Assertion techniques
- How and when to use the six types of assertion

Dealing with Conflict

- Distinguishing between negative behaviour and the person
- Establishing, at all levels, win-win scenarios in conflict situations

Giving Feedback

- Gaining a portable communication tool to provide structured and unambiguous feedback
- Using an effective feedback strategy to reinforce positive behaviour and change undesirable characteristics

Coaching and Mentoring

- Why should I coach?
- Recognise coaching opportunities
- Successful coaching techniques
- Developing your successor

Problem Solving

- Recognising and analysing problems
- Adopting a methodical approach to effecting workable solutions

Motivating Your People

- Identifying the levels of motivation in your team
- How to motivate individuals beyond their normal capabilities

Stress Management

- Creating balance in environments that are fast-paced, involve change and require a high degree of personal commitment
- Applying the 80/20 rule

Personal Action Plan

- capturing key learning points
- transferring learning into a meaningful action plan