Certificate in Leadership and Management Excellence Training

Description

Introduction

This highly interactive course will allow you to examine yourself, and your strengths and weaknesses. You will develop your communication, interpersonal and decision-making skills to enhance your leadership abilities to bring about change, innovation and enterprise. Delegates will also gain valuable insights into and feedback on their preferred behavioural, management and leadership styles. Delegates will develop leadership skills based on the latest scientific findings on how make effective and creative decisions.

Corporations need to nurture dynamic leaders who can help their employees to be innovative, enterprising, focused and fully productive. This course presents an opportunity for leaders to learn the management skills and leadership styles to enable them to maximise their own impact and effectiveness in the workplace, as well as giving them the insights and skills necessary to utilise the abilities of those who report to them.

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This course will feature:

- How to examine yourself and your strengths and weaknesses
- Development of your communication skills
- How to enhance your leadership abilities to bring about innovation and enterprise skills
- Developing your decision making skills
- Applying creative problem solving in the workplace

Objectives

- Develop appropriate management and leadership skills
- Understand how to cultivate and manage creativity
- Gain a greater awareness of yourself and your full leadership potential
- Develop adaptability in dealing with different people
- Apply effective decision making skills in solving problems

Contents

Module 1: Leadership, Innovation & Enterprise Skills Day One

Successful Leadership Styles

- Inspirational leadership
- Power of Influence
- Understanding and developing others
- Proactive Leadership
- Delegation as a leadership style

- Motivational leadership

Driving Radical Innovation

- Lateral thinking
- Share your thinking, purpose & direction
- Systemic innovation
- Unleashing the power of the mind
- Cultivating creativity
- Managing change creatively; implementing innovation

Entrepreneurial Leadership

- Optimizing your personal leadership strengths
- Becoming an environmental change agent
- Developing personal empowerment
- Using transformational vocabulary
- Maximizing essential communication principles
- Understanding the major levels of communication

Accountable Communication

- What is accountability
- Improving personal credibility
- Leading with integrity
- Sharpen your communication skills
- Listening with the heart
- Inspiring and guiding the team

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Developing Emotionally Intelligent Organizations

- Building bonds, cooperation & team building
- Forging emotionally intelligent teams
- Resolving conflicts using emotional intelligence
- Communicate your vision
- Organizational awareness
- Leading emotionally intelligent organizations

Module 2: Decisions, Dynamics & Leadership Styles

Gaining Insights into your Leadership Styles

- How Perception influences our leadership style
- Understanding our personality
- Personality and leadership style
- Improving our strengths & managing our weaknesses
- Maximizing our interpersonal relationship with others
- Removing emotional and mental blind spots

Developing Decision Making Skills

- Using your left brain & right brain to make decisions
- Split brain theory for developing effective problem solving skills
- Developing openness to new ideas in making decisions
- Promoting idea mobility in teams
- Understanding the creative solving process in individuals and teams
- IDEAL problem solving approach

Applying Effective Decision Making Skills in the Workplace

- Encouraging creative problem solving for continuous improvement
- Removing blocks to creative problem solving
- Convergent versus Divergent Thinking
- Divergent Thinking Skills for solving problems
- Using SCAMPER techniques to approach problem solving
- Applying SCAMPER techniques to make effective decisions

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Overcoming Mental Blocks to Decision Making

- Challenging self-imposed assumptions
- Metaphorical thinking
- Increasing new ideas
- Getting people behind your ideas
- Evaluating new ideas
- Creative leadership

Effective Leadership to Develop Dynamic Problem Solving in the Team

- Ensuring alignment with corporate mission
- Encouraging self-initiated activity
- Endorsing Unofficial activity
- Enhancing Serendipity
- Importance of appreciating diverse stimuli
- Developing a personal action plan