The Essentials of Leadership and Management Training

Description

Introduction

This course aims to encourage effective, collaborative methods of leadership and management. The course helps delegates to work in their organizations and leverage the leadership potential of team members. Delegates will be exposed to focus on developing leadership skills, personal influence, as well as explore strategies for building a team of strong professionals who will support each other, deal with tough problems efficiently, and take accountability. This course focuses on tactful leadership practices that are effective in any business.

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This course also offers a comprehensive overview of good management practice for those new to supervision. This course introduces delegates to the variety of skills needed to be successful and offers insights into how to personally manage the transition from being a ‘technical expert’ to supervision and team management. If you are new to supervision or management this course offers a compendium of ideas which will impact your practice immediately.

This program will feature:

- Leadership styles and transformation
- How to build strong collaborative team work
- Develop strategies for using personal leadership power and building strong, mutual influence relationships within organization
- Using the performance management process profitably
- The 4D Management model: direct, delegate, develop and deliver

Objectives

- Discover the core competencies required for exemplary leadership
- Examine the ethical aspects of leadership and values which drive lasting results
- Appraise and select supervision tools that "fast track"" performance
- Comprehend and utilise the value of the performance management process
- Create and monitor personalized action plans for self, others and the team

Contents

Module 1: The Essentials of Leadership: Vision, Influence & Character
Day One

Developing a Leader

- Individual Leadership Development
- Leadership Styles and Agility
- The Mindset of a Leader
- The Leadership Values
- Top Leadership Behaviours

Day Two

Interpersonal Leadership Skill

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- Active Listening
- Aggressive, Passive , Assertiveness
- Developing Empathic Attunement
- Engaging in Collaborative Behaviours
- Coaching for Better Performance

Day Three

Developing a Winning Team

- Understanding Team Dynamics
- Managing Performances
- Improving Team Effectiveness
- Delegating Effectively
- Team Building Exercises

Day Four

Organizational Leadership Management

- Managing Change within the Organisation
- Impacting Organizational Culture
- Enhancing Leadership Influence
- Being An Enabling Leader
- Developing Organizational Commitment and Meaning

Day Five

The Leader's Network

- Stakeholder Relations
- The Network Weaver Roles
- Network Management
- Network Growth Indicators
- The Principles of Public Engagement

Module 2: The Management Essentials: Effectively Communicate, Delegate & Manage Priorities to Achieve Management Success Day Six

The Foundations of Management

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- Understanding the 'big picture' of the working environment
- Making the transition into management: new skills, fears and expectations
- What Managers Do? Key competencies and behaviours
- Personality and impact on management style
- Identifying your management style
- The mistakes new managers make and how to avoid them

Day Seven

Performance Management

- A focus on Continuous Improvement
- The role of performance management in organisations
- Communicating team purpose and clarifying personal contributions
- Establishing SMART objectives and measure them
- Planning, prepare and conducting successful performance reviews
- Management behaviour and outcomes

Day Eight

Building High Performing Teams

- Creating the Highly Effective Teams
- Stages in team development and the managers role
- Appreciating team roles and diversity
- Team audit: exercise to evaluate current team performance
- Problem solving in teams; team exercise for creative decisions

- Change management and why individuals resist

Day Nine

Motivating and engaging your people

- Building trust: a critical in managing effectively
- How to give feedback: a tool for development and progression
- Handling difficult conversations
- Coaching for personal and team success
- Communication skills for coaching and management
- How to Motivate and your people

Day Ten

Managing Priorities and Delegating Deliverables

- What are my key deliverables?
- Managing Time Effectively
- Delegate to motivate
- Communicating with impact
- Personal management SWOT analysis
- Action planning for future improvement

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