

# € TRAINING

The Oxford Leadership





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### Introduction:

The Oxford Leadership training program is an elite program designed to cultivate exceptional leadership abilities in participants. Through immersive discussions, personalized coaching, and experiential learning, participants gain the insights and skills necessary to lead with vision, resilience, and impact.

### Program Objectives:

At the end of this program, the participants will be able to:

- Understand the wide range of skills required of the leader.
- Develop further the individual's key skills.
- Build confidence and ability in leadership skills.
- Understand the impact of change on teams.
- Develop communication skills.
- Generate a strategy for improvement of these key skills in each team member through coaching and mentoring.
- Develop a culture of continuous sustainable development.

### Targeted Audience:

- Managers among all managerial levels.
- Supervisors & Team leaders.
- Employees who interested to gain very useful skills and knowledge to improve their career path.

### Program Outlines:

#### Unit 1:

#### Achieving Excellence in Leadership Issues:

- Foundations of Self-Transformation.
- Understanding the key roles and responsibilities for the effective leader.

- Transformational Leadership, Situational Leadership.
- Identifying and developing the key skills required as a leader.
- Leadership styles and their effect on the team.
- Johari Window.
- Understanding the difference between leadership and management.

## Unit 2:

### Excellence in Communication:

- SWOT Analysis.
- Understanding the principles of excellent communication.
- The Communication Channels.
- Active Listening.
- Communication Cycle & Filters, Identifying and Overcoming your communication problems.
- Questioning Skills.
- Coaching.
- Leadership Beliefs.

## Unit 3:

### Time Management, Problem Solving, and Decision Making:

- Making the best use of your time by Setting and maintaining priorities.
- Understanding the difference between urgent and important.
- Identifying your key time stealers.
- Making the Pareto Principle work for you.
- A structured approach to problem-solving.
- Identifying the influences on decisions you make.
- Selecting and evaluating options.
- Creativity and problem solving.

## Unit 4:

### Understanding and Influencing Behaviour:

- Understanding why we behave as we do.
- Personality profiling.
- Different types of motivation.
- Different forms of behavior.
- Using our behavior to persuade and influence others.
- Dealing with difficult behavior in others.
- The 7 Step Creative Process.
- Developing a negotiation style.

## Unit 5:

### Managing People To Achieve Results:

- Maslow's - Hierarchy of Needs.
- Frederick Herzberg - Hygiene Factors And Motivation.
- Is Money a Motivator?
- Managing Conflict.
- Using delegation & empowerment effectively.
- Coaching and Developing Others.
- The role of coaching & mentoring.
- How to Give Feedback.