

€ TRAINING

Achieving Leadership Excellence





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Introduction:

This training program is designed to equip individuals with the skills and knowledge necessary to become effective leaders in their respective fields. Through a combination of theoretical frameworks, practical exercises, and real-world case studies, participants develop the confidence and capabilities to lead teams and organizations towards success.

Program Objectives:

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

- Study effective team operations.
- Analyze effective communications strategies.
- Understand how to give and receive effective feedback
- Consider tools for motivating and delegating.
- Explore leadership styles.
- Examine the construction of a learning environment.

Targeted Audience:

- Managers.
- Supervisors & Team leaders.
- Employees who are being prepared to be promoted to a managerial level.

Program Outlines:

Unit 1:

The Empowering Tools of Leadership: Motivating and Delegating:

- Identifying the important factors in motivation.
- Appreciating how different theories of motivation can be applied to the work setting.
- Tailor motivational efforts to individual employees and different situation.

- Identify the benefits and the barriers to delegation.
- Identify the different delegation styles and understand the guidelines for on how and when to use them.
- Evaluate employees and situations and determine the appropriate delegation style.
- The difference between doing, leading, and managing.

Unit 2:

The Attributes and Characteristics of Successful leadership :

- Characteristics of highly effective leaders.
- The difference between traditional and transformational leadership.
- Using flexible effective leadership styles.
- Understanding a leadership mindset.
- Effective leadership and emotional intelligence.
- Practicing effective decision making.
- How to build an effective, proactive team.

Unit 3:

Coaching for Top Quality Performance:

- Performance Appraisals to Performance Management - manager's self-evaluation.
- Managerial barriers to Effective Performance Appraisals.
- How to assess an employee's performance fairly - avoiding subjectivity and bias.
- The benefits of on-going Performance Management.
- Leadership/coaching behavior assessment.
- Your leadership/coaching style - strengths and gaps.
- Using performance management as a leadership strategy.

Unit 4:

How to Become an Environmental Change Agent:

- Defining a learning environment and its benefits.

- Senge's five learning disciplines.
- Personal mastery - learning to expand our capacity to create the results we most desire.
- Mental models - seeing how our internal pictures of the world shape our actions.
- Shared vision - building a sense of commitment in a group.
- Team learning - creating a thinking synergistic environment.
- Systems thinking - a language for describing the forces that shape the behavior of systems.

Unit 5:

Building Effective Communication Skills:

- Identifying the importance of effective interpersonal communication for the leadership role.
- Building trust and believability: behaviors vs. intentions.
- Perception and communicating with others.
- Self-concept and leadership success - strategies for improving self-concept.
- Delivering clear, concise messages.