

€ TRAINING

Advanced Leadership and Management





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Introduction:

This training program is a comprehensive development program that addresses the key skills, qualities, and attributes of both Leadership and Management. The training will cover all aspects of leadership and management with the most emphasis being on the human side of leading and managing people.

Program Objectives:

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

- Learn how to be more confident and skilled within the demands required of their role.
- Learn how to motivate, influence and communicate with varied individuals and teams.
- Understand the key elements of authentic Leadership like trust, vision, respect and interpersonal communication.
- Develop enduring human relationships to profit business performance.
- Have the talents to arrange , motivate and galvanize work teams to work more effectively.
- Gain varied Management and Leadership skills applicable within and out of doors the Organisation.
- Get the arrogance and expertise to interact with individuals and teams to make increased performance.
- Devote to planning, effectiveness, and efficiencies as an immediate results of applying the management skills.

Targeted Audience:

- Head of departments.
- Managers among all managerial levels.
- Supervisors & Team leaders.
- Employees who have an interest in gaining great experience to enhance their career.

Program Outlines:

Unit 1:

Managing Myself as a Leader:

- Importance of perception.
- Intrapersonal & interpersonal skills for the leader.
- Your preferred behavioral style.
- Understanding the Model for leadership.
- Removing emotional blind-spots.

Unit 2:

Leading a Team:

- Dealing with others.
- Understanding the stages of human development.
- Optimizing the leader's natural strengths.
- Understanding team processes.
- Building effective teams.

Unit 3:

Innovative Leadership:

- Openness to innovative ideas.
- Divergent thinking skills.
- Removing blocks to creativity.
- Understanding the creative process.
- Metaphors and analogies for innovative thinking.

Unit 4:

Communication For Leaders:

- The positive influence of listening.
- Sharpening your listening skills
- Body language.
- Inspiring and guiding others.

- Handling stress appropriately.

Unit 5:

Imparting Leadership Values:

- Leading by example.
- Resilience for sacrificial leadership.
- Intentionality for self-motivation.
- Interpersonal connections for persuasive leadership.
- Integrity for accountable leadership.

Unit 6:

Strategic Orientation:

- Strategic context: the external environment.
- The new business reality.
- Predictable trends in business.
- Competitive forces.
- Stakeholder analysis.
- Strategic resources and constraints.
- Creating a compelling strategic vision.
- Creativity and alter.

Unit 7:

Managing Resources and Performance:

- Aligning vision, aims and objectives.
- Performance measurement.
- From measurement to improvement.
- Coaching process to correct poor performance.
- Coaching to challenge.

- Self-coaching and therefore the power to vary.
- Coaching and influencing upwards.
- Risk and its management.

Unit 8:

Organizational Behaviour and Human Resources:

- Organizational form.
- Culture, climate, values, and norms.
- Team and social psychology.
- Assigning responsibilities.
- Deputize to release time.
- Fundamentals of human resource management.
- Appraisal and reward.
- Learning and development.

Unit 9:

Key Management Competencies: Prioritisation, Time Management, and Delegation:

- Balancing the important and therefore the urgent.
- Setting personal goals.
- Creating time from nothing.
- Batching and the way it can get back time.
- Income-producing activities.
- Getting things done through people.
- Delegation and empowerment.

Unit 10:

Linking Management to Leadership: Influence, Motivation, and Trust:

- Negotiation and persuasion: the pillars of influence.



- The secret six in business negotiation.
- The nature of motivation.
- The trust checking account.
- Ethics.
- Personal leadership style.
- Leadership in action: group exercise and Balancing work and residential life.