

€ TRAINING

Leadership Excellence for Goal Achievement





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Introduction:

This training program provides a comprehensive overview of effective leadership and management practices, focusing on the key differences and how they impact organizational success. It empowers participants to implement strategic leadership techniques, build high-performing teams, and enhance project management skills.

Program Objectives:

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

- Learn about leadership versus management and their importance.
- Identify leadership principles and clarify their vision.
- Activate effective dialogue and communication.
- Understand effective procedures, prioritization, and balance.
- Develop employees to exceed expectations and support team development.
- Establish internal and external relations effectively.

Targeted Audience:

- Strategic Planners.
- Managers and Supervisors.
- Team and Project Leaders.
- Employees in Management or Consulting Roles.

Program Outline:

Unit 1:

Leadership vs. Management:

- Understand major leadership theories.
- Explore leadership, ethics, and organizational links.
- Analyze leadership versus management impacts.

- Adapt theories to different contexts.
- Influence of leadership on strategic goals.

Unit 2:

Defining Leadership Vision and Principles:

- Build a strong leadership foundation.
- Set and measure leadership goals.
- Create and align vision structures.
- Communicate vision effectively.
- Align personal and organizational goals.

Unit 3:

Effective Dialogue with Managers:

- Align actions with vision.
- Increase self-awareness and address blind spots.
- Manage miscommunications and perceptions.
- Implement strategies for effective dialogue.
- Develop conflict resolution and feedback skills.

Unit 4:

Procedures, Priorities, and Balance:

- Clarify priorities and manage time.
- Balance work, career, and personal life.
- Implement procedures for effective work.
- Align daily activities with vision.
- Ensure effective work-life balance.

Unit 5:

Developing Employees:

- Train to enhance employee performance.
- Address why high performers are neglected.
- Support employee career development.
- Use motivational strategies effectively.
- Set clear expectations and provide feedback.

Unit 6:

Team Building:

- Overcome common team challenges.
- Lead meetings to boost participation.
- Develop team creativity and problem-solving.
- Build high-performance teams.
- Foster team collaboration and morale.

Unit 7:

Building Bridges and Facilitating:

- Build alliances and relationships beyond immediate boundaries.
- Bridge gaps within the organization.
- Connect core groups and constituencies.
- Facilitate collaboration across departments.
- Strengthen internal and external networks.

Unit 8:

Teaching and Learning:

- Foster continuous development and renewal.
- Adjust vision and plan for growth.
- Implement individual and institutional education plans.

- Promote a learning culture within the organization.
- Develop strategies for ongoing professional development.

Unit 9:

Communication and Collaboration:

- Enhance communication skills for team collaboration.
- Develop active listening and clear articulation.
- Foster open communication and feedback.
- Build a culture of constructive criticism.
- Implement strategies for effective teamwork.

Unit 10:

Project Management Fundamentals:

- Learn key project management principles.
- Understand project lifecycle and key processes.
- Apply project management tools and techniques.
- Manage project initiation, planning, execution, and closure.
- Develop skills for successful project completion.