

# € TRAINING

Seminar: Achieving Leadership Excellence





## Seminar: Achieving Leadership Excellence

### Introduction:

This course focuses on the leader's role in developing and motivating excellent teams. Rather than trying to define one "right" way to lead, it will introduce a range of complementary approaches that delegates will have the opportunity to practice, combine and adapt to suit their personal preferences and organizational needs.

By exploring the leadership role from a number of different perspectives, the seminar allows delegates to experiment with innovative ways to empower and enthuse their team and influence positively their organizational climate and culture. The benefits to the organization will be leaders better able to focus on organizational goals and better equipped to develop their team towards sustainable performance improvement.

### Course Objectives:

At the end of this course 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

### Course 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: 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