



Leadership Development Program



Overview

This is a highly effective and motivational modular program on Leadership Development that highlights the fact that managing is challenging as well as rewarding. The idea behind this program is to instil in each of the delegates the *want* to improve and develop within their own working environment.

Target Group

This program is aimed at anyone who is either currently in a managerial position and wishes to enhance their current skills, or is new to the management role.

Objectives

By the end of this program delegates will be able to;

- ✗ Understand the key principles of effective leadership
- ✗ Identify the challenges faced in leading others
- ✗ Identify their preferred leadership style and approach
- ✗ Demonstrate essential leadership strategies and techniques

Course Content

The Leadership Development program consists of a mixture of classroom based training, role-plays, discussion groups and includes a minimum of 4 post course assignments plus one written report. Below is an overview of the topics that are covered. (Please note that if this course is delivered on an in-house basis, the content can be tailored to meet your specific requirements and address any issues you may have.)

- ✗ **Action Centred Leadership**
 - Introduction to the fundamentals of leadership
 - Appreciating the implications of different leadership styles
 - Delegation, motivation, communication, organisation and assertive behaviour
- ✗ **Effective Leadership**
 - Understanding how to get the best from yourself and others
 - Improving awareness
 - Improving your decision making skills
 - Improving your interpersonal skills
 - Appreciating the importance of trust
 - How and when to coach effectively
 - Recognising stress in members of staff
 - Presenting with the wow factor
 - Chairing meetings
 - Report Writing
 - Telephone skills
 - Handling grievances
 - Performance management
- ✗ **Teambuilding**
 - Identifying the skills and influences required to build and maintain teamwork
 - Focusing on individual and team goals
- ✗ **Interviews Skills**
 - Preparing for an interview
 - Communicating clearly effectively
 - Dealing with conflict

Outcomes

Each delegate will be asked to complete the following post module assignments;

- Chairing a Meeting - Live Environment
- Presentation - Training Environment (Individual & Group)
- Coaching Plan
- How to improve a weak/strong performer
- Written report - Program key learning points and applications