

2 – DAY NEW LEADERSHIP IN TODAY'S ENVIRONMENT



Introduction

This Program is designed build on the new leader's to develop their strengths towards building a strong performing team and provide them with a profound understanding of what your employees need to do to prepare to execute strong preforming teams as well become more effective leaders in their own right.

This course gives your leaders an opportunity to gain a deeper understanding of their peers and subordinates characters and preferred work styles as well as their own SWOT on their areas of development. It also provides practical demonstration of how to they can overcome their fears and anticipation by identifying their areas of strength and development as a coach while building and maintaining a trusting team environment.

These sessions will show them how to develop the skills required to ensure how best to guide and lead effective teams through self-motivation and development. They will also gain the confidence in their ability to communicate effectively and lead an effective team

Course Objectives

By the end of this course, you will be able to:

- Learn the essential skills and techniques needed in order to look at challenges from a different perspective.
- Apply the skills to lead effectively, including the often tricky skills needed to persuade and influence people—even those over whom you have little direct authority.
- Understand yourself better by exploring your motivation to lead, and to test your level of self-confidence, your emotional intelligence, and other qualities that are needed to be a good leader.
- Utilize the power to influence with those around them and uncover the elements of motivation and how to motivate your team.
- Implement a step by step process to prepare for and lead effective coaching sessions
- Conduct coaching sessions using a variety of coaching techniques
- Provide ongoing support and follow-through for the team
- Build strong process improvement techniques within the teams

Methodology

- Role plays
- Simulations
- Discussion groups
- Multi-media demonstrations

Who Should Attend?

- New Managers

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Course Outline

MODULE 1: UNDERSTANDING MY PERSONALITY AND LEADERSHIP STYLE

- Identify each person's unique personality style
- Appreciating their behavioral strengths, characteristics and greatest fear
- Appreciate and understand the differences in others
- Methodologies on how to improve and enhance communication and people skills
- Gain the credibility to influence others in different environment

MODULE 2: BEING PROACTIVE & TEAM ORIENTATED

- To learn not to blame and accuse others of each other's failures
- To understand that if we blame we forfeit the power to think, feel and act in our best interest
- Understand that we make choices according to our values, purposes and
- Vision in spite of the actions and dispositions thus exercising proactivity

MODULE 3: THE ART OF EFFECTIVE COMMUNICATION

- Using communication to improve relationships
- Barriers to effective communication
- Project the power of your personality with body language
- How to send your message more effectively

MODULE 4: ACTIVE LISTENING

- Ways to improve your listening skills
- Picking up on the feelings behind the words
- Asking the right questions
- How to maximize a favorable reply

MODULE 5: THE DYNAMICS OF PEOPLE MANAGEMENT

- Your behavior and interpersonal skill
- The advantages of improving people skills
- How to improve your people skills

MODULE 6: UNDERSTANDING INTERPERSONAL SKILLS

- The importance of interpersonal skills in an office system
- The link between perception and behavior
- The role of the mind and concept of your future

MODULE 7: PROJECT AND TIME MANAGEMENT THROUGH SIMULATION

- Apply the skills and knowledge learned via skill practice scenarios
- Focusing efforts on making contributions to team
- Concentrating efforts on those tasks that are most appropriate to results
- Making effective decisions

MODULE 8: FEEDBACK & COACHING FOR SUCCESS

- Identify appropriate coaching opportunities
- Identify your areas of strength and development as a coach
- Build and maintain a trusting team environment
- Manage conflicts within a team

MODULE 9: THE ART OF HANDLING A DIFFICULT EMPLOYEES OR SITUATION

- Identify who are these difficult people
- Ways on handling them
- Motivating factors

