

# 2 – DAY LEADERSHIP MANAGEMENT SKILLS FOR EXECUTIVES



## Introduction

This Leadership course covers everything you need to know from delegating and motivating, differing leadership styles, keeping your finger on the pulse, and planning the future of your business. It looks at lots of real life examples (some of which will definitely get you laughing) and gives practical tools you can use right away to get better results.

Leadership is often seen as an elusive or complex skill, but with this practical course you'll soon have it mastered. Whether you're managing a small team or an entire business this course will build essential skills for your time management, team motivation, and personal happiness. Leadership is an essential skill at home, at work, and in every stage of your career. If you're in charge of two or more people at work, this course could change your life.

## Course Objectives

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

- What makes a great leader
- How to motivate teams and personalise your approach
- Which common mistakes will instantly crush your credibility
- Creating the perfect balance of delegating and monitoring
- Building confidence and skills into your employees
- Key academic theories made practical
- Why being replaceable is a good thing

## Methodology

- Presentation
- Hands on group activities
- Lectures

## Who Should Attend?

- Anyone can attend



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## Course Outline

### MODULE 1: OVERVIEW OF LEADERSHIP AND MANAGEMENT

Analyze your current managerial style for greater impact and improved results

- What are the implications of under supervision?
- What are the implication of ineffective supervision?
- What are the implications of over supervision?

Challenges in the 21st century in your industry

- Excellence
- Innovation
- Anticipation

Today's organization structure and focus

Leverage people to remain competitive

### MODULE 2: BEING AN EFFECTIVE LEADER

- Become a Master in Leadership
- Be a better boss, and run a highly effective team
- Delegate effectively to empower their team
- Have a healthy work life balance, with a happy environment
- Understand academic theories surrounding leadership styles and techniques
- Build a vast array of practical tools to be a fantastic leader
- Know the difference between delegating styles and which one is appropriate for each situation
- Feel confident enough to involve employees in decision making and planning
- Spend more time developing plans and ideas for the future

### MODULE 3: COMPONENTS OF COMMUNICATION : WORD, BODY LANGUAGE & VOICE

- To understand the three component of communication : words , verbal and non verbal (body language) cues.
- To learn and be aware of how these three components are affecting your communication as a leader.
- How to ensure your message gets through accurately through your body language and voice and create presence as a leader.

### MODULE 4: STRATEGIES TO IMPROVE PERFORMANCE OF EMPLOYEES

- 3 communication strategies for leaders
- Strategy 1 – Enhance and maintain self esteem
- Strategy 2 – Listen and respond with empathy
- Strategy 3 – Ask for help and encourage involvement
- Analyze the 3 disconnectors
  - Organization
  - Process
  - Job / Task
- Identifying the performance gap and waste
- Aligning your action and moving forward
  - Identify non value added task and eliminate them
- Moving away from urgent mentality to working on long term business driven results
- Managing Time
- Where do I find time to do all these?
- With so much of pressure, it is easy to lose sight of priorities and to become less effective than is desirable
- Eliminating common time wasters
- Time Matrix – Living an effective life in Quadrant 2
- Understanding the difference between “Importance and Urgent”
- Analyzing in which Quadrant you belong to
  - Quadrant 1 – Important and Urgent
  - Quadrant 2 – Important and Not Urgent
  - Quadrant 3 – Not Important and Urgent
  - Quadrant 4 – Not important and Not Urgent
- Learning to work and creating time for Quadrant 2 in order to be an effective time manager
- Defining control
- The importance of control
- The leaders weaknesses in control and taking preventive measures
- 1st Line & 2nd control
- Growing your leadership
- Things you must start doing
- Work related assignment and action plan



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### MODULE 5: COMMUNICATION & BUILDING EFFECTIVE TEAM

- Developing effective communication
- Communication
- Listening skills
- Presentation skills
- Building a winning team
- What makes a winning team
- Winning the group commitment
- Building co-operation and team spirit
- Creating environment for positive organizational change

### MODULE 6: GET RESULTS—IN THE FACE OF RESISTANCE

- Describe and Demonstrate How to Handle Resistance
- Describe and Demonstrate How to Manage Conflict
- Describe and Demonstrate How to Mediate a Hostile Dispute

