

Leadership Skills

Audience: Anyone who needs to be in a leading role will benefit from the skills provided on this course.

Prerequisites: None

Course Duration: 2 days

Course Level: Beginners & Intermediate

What does it take to become an effective leader? Is leadership a natural talent or acquired skills? Is management the same as leadership? What are the differences between tactical and strategically planned leadership styles?

If you are looking for an answer to any of the above questions, then you are in the right place. This course offers effective skills and practical solutions for successful leadership. Detailed course materials, exercises and a comprehensive action plan at the end of the course will maximise your learning and allows you to take full advantage of these newly acquired skills once back at work.

This course also aims to help you in:

- Inspiring your team
- Assessing the needs of stakeholders
- Spotting the trends quickly and effectively
- Influencing the key people
- Increasing team creativity
- Managing risks
- Exploiting opportunities

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

- Lead your team and achieve results
- Understand the relationship between stakeholders, clients, team members and you
- Influence people in the right direction
- Communicate effectively with team members
- Coach and develop your team so that they operate at their peak
- Think strategically and align your team with company's mission
- Achieve results through people

See the following page for more detail on what you will learn on this course.

Leadership Skills

In this highly practical course you will learn the following skills:

Goal Orientated Thinking

Effective leadership without defined goals and objectives is impossible. As a successful leader you have to make it clear to your staff what are the common goal of your organisation.

Strategy

You need a strategy to achieve your goals. A clear and comprehensive strategy will prevent the team getting carried away with unimportant details and help them focus on the main objective.

Centre of the Network

Strong leaders are at the centre of organisations. They are capable of interacting with a full circle of people, from staff to stakeholders. This interaction allows you to identify needs and recognise opportunities.

Influence

Successful leaders understand the art of influence. They know who to influence and how. Learning about different influence techniques to use on a variety of people will not only increase your authority but also increase the chance of success.

Motivation and Questioning Techniques

Motivation increases enthusiasm, positive energy and productivity. By understanding your team's vision you learn to motivate them effectively. Using the right questioning techniques will also help you in reaching to the bottom of problems and encourage efficient problem solving.

Developing People

As a strong leader you need to understand your people's perspective, their abilities and vision in order to bring the best out of them. Don't forget that as a successful leader you are a role model and should live up to it.

Leadership Styles:

Some leaders have one leadership style which works in some situations but not in others. Effective leaders however understand the value of pragmatism and develop different styles of leadership suitable for changing environments. You will learn about different styles of leadership and what style to use in different situations and with different people.

Delegation

Effective delegation not only gives a leader more time to deal with more important issues, it also increases team's confidence in their abilities. Learn the rules of effective delegation.

Creative Thinking

You will learn how to brainstorm, inspire your team to become more creative, encourage contribution and how to capture ideas and information.

Risk and Opportunity Management

As a leader you need to identify risks promptly in order to deal with them effectively and to prevent any future problems. Recognising opportunities on time will allow you to take advantage of situations successfully.

Action Plan

At the end of this course you will create an action plan which will improve your leadership skills.