

Leadership Skills

Course outline

Provided by: Performance Management Consultants – PMC Training



Reference no.	182-26
Duration	2.00 day(s) 12:00 hours ¹
Website link	https://pmctraining.com/training/leadership-skills/

Learning the Skills to Inspire, Motivate and Influence

What if you could just say the word and it was done? What if you could command with authority? What if you knew exactly how to keep the clients, the stakeholders and the team members happy? What if people looked at you expecting to be led, because you were so trustworthy and wise? Anyone will aspire to become a great leader whose vision is taken seriously and is capable of delivering results. Results are indeed the only thing that matter most for a leader and how to gain results is exactly what you will learn in this course using efficient practical exercises.

"People think it must be fun to be a super genius, but they don't realize how hard it is to put up with all the idiots in the world."

-Calvin, from Calvin and Hobbes

- Are you managing but not leading?
- Do you know how to have an impact as a leader?
- Do you know how to get your team to trust you and see you as a credible leader?
- Do you know the subtle differences between strategical and tactical team leading?

This course is for people who want to become an effective leader. Leadership is different from managing. You lead people, but you manage things. Leadership is about inspiration, motivation and vision. Managing is about optimization of resources, scheduling, project management and so on. You may lead and manage at the same time, however, this course focuses on your leadership role.

As a leader in the 21st century, you need to be prepared for dynamic, complex and competitive environments with a flexible approach. With a mission and a strategy you can look forward with confidence and certainty that will be picked up by your team.

This two-day course will show you how to lead and inspire your team, how to assess the needs of your stakeholders, how to spot the trends, how to influence key people, how to get the most from your team by increasing their creativity and how to manage risks and exploit opportunities.

¹ The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.

Learning outcomes

At the end of this workshop you will be able to:

- Learn to understand the individuals you lead and adjust your leadership approach accordingly.
- Identify the common traits and mindset shared by all successful leaders.
- Discover and leverage your own unique leadership style.
- Gain insights into working with different generational groups, including Boomers, Generation X, Millennials, Generation Y, and Generation Z.
- Analyze the key dos and don'ts of effective leadership.
- Explore how your leadership style correlates with your personality.
- Address your leadership weaknesses and build on your strengths.
- Master goal-setting and take proactive control of your future.
- Examine what defines effective leadership in today's workplace, recognizing that it has evolved from the past.
- Learn to employ assertive, persuasive, and impactful communication to secure buy-in and motivate your team.
- Understand the role of influence in gaining respect and establishing credibility.
- Discover strategies to inspire your team to excel and position yourself as a strong, effective leader.

Workshop topics

Goal Oriented Thinking

There is no point leading a team if you don't know where you want to take them and if you don't know, how do you expect your team members to know!

Strategy

To achieve your goal, you need to have a strategy. How can you ensure not to get carried away with low-level details as opposed to leading the team? What is the difference between leading and managing?

Life at the Centre of the Network

A leader needs to interact with a full circle of people, above or below. Learn how to interact with team members and stakeholders to satisfy their different needs.

Influence

Once you know who to influence, you need to know how to influence them. Learn about different influence techniques you can use on different people with less or more authority than you.

Motivation and Questioning Methods

A team is most productive when it is motivated. You will learn how to understand your team's vision and influence it. You will be introduced to techniques that help you to get to the bottom of any problem and find solutions.

Develop People

As a leader you are a role model and you should live up to it. You need to understand people's perspective and their capabilities. Learn how to give feedback, what kind, when and to whom.

Leadership Styles

Learn about different types of leadership, how to develop the style suitable for you and how to match it to team members' individual needs.

Delegation

Learn the rules of effective delegation.

Creative Thinking

Learn how to brainstorm. Get everyone to contribute. Capture the ideas effectively and learn how to think outside the box.

Risk and Opportunity Management

Find out about risk management systems and learn how to take advantage of opportunities.

Prerequisites

There are no prerequisites for this course.

Who should attend this course?

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