



SCLP02 – Leadership Essentials

Description

As a manager, it is crucial that you are able to lead your team effectively. Furthermore, motivation, commitment and comfort in the workplace develop from good leadership. Whether or not you have an official position as a manager or a leader in an organisation, your department or work-group must function as a team. This 3-day training module focuses on your relationship with your employees and on you as a manager and a leader. You will learn theories and receive tools that give you increased understanding of yourself and the group, team or department you lead.

In addition, you will gain insight and practical knowledge in areas such as feedback and coaching. Being a successful leader requires sensitivity and the ability to be observant. This course provides you with practical methods in the art of active listening and giving constructive criticism to your employees.

Learning Objectives

Learners will gain an appreciation and understanding of the skills necessary to:

- Understand your role and actions as a Leader
- DiSC-profiling which improves self awareness - your style and you motivators. Knowing this you can assess both situations and others to adapt for the most efficient method of interaction
- Create an awareness of individual needs and how groups develop
- Apply techniques such as coaching, conflict management, feedback and delegation
- Ability to act and lead in a more effective manner

Course Materials

Materials include Manual, Handouts, Exercises, practical Toolkit and a self-assessment tool to assess your leadership style.

Intended Audience

This training module is aimed at:

- Line Managers, Team Leaders and those people who are directly responsible for a team who wish to polish their leadership skills.
- Those people who are new to a management or leadership role.
- The module can be modified to suit a particular organisation that wishes to have training more closely focused on their specific business needs.

Course Duration
3 days.

Learning Time
This is a three-day training module. The course starts at 08:00 and finishes at 16:00. All participants will be required to complete exercises at their leisure in the evenings and be in a position to provide feedback the following morning.

Training Medium
Classroom, exercise based.

Pre-Requisite Learning
None.

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Course Topics

- Expectations from and demands on you as a leader
- DiSC-profiling, a user friendly a powerful tool for improving self awareness for the individual and as a result of this; organisational effectiveness
- Norms & Values – the ground we stand on
- Communication – prerequisites and obstacles
- The Steps of the Communication Process – a powerful tool
- Group Dynamics and Processes – understanding the development of the group
- Leadership aligned to the Phases of Group Development – adapting your leadership style
- Conflicts and Conflict Management - categories and individual styles
- Motivation – motivate your team
- Feedback – a powerful tool for development
- Coaching – leadership with four eyes
- Questioning Techniques – the answers are as per the questions
- Active Listening – a powerful tool to build relationships
- Re-actions to Change - methods to assist individuals to move on
- Meeting Techniques – get the most out of your meetings
- Delegation – how, what and levels of delegation

Would you like this training adapted to your needs? Contact us for a proposal.

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