



**Professional Certificate in
Leadership and
Communication**

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Professional Certificate in Leadership and Communication

Course Summary:

This "Professional Certificate in Leadership and Communication" training course opens by exploring the key leadership skills and how to apply them in the organization. Using this initial analysis, the training explores managing yourself as a leader, leading a team, creating breakthroughs through innovative leadership, communicating effectively with others and imparting leadership values to your team members. All attendees will return to their organizations better equipped to meet the challenges and demands of leadership.

This is a fast-paced, dynamic and highly informative advanced leadership-training course. It seeks to develop and enhance your personal, team and organizational leadership skills.

In this "Professional Certificate in Leadership- and Communication" training course, you will learn how to:

- Understand yourself and your leadership style
- Practical leadership skills to lead others
- Give timely and effective feedback to your team members
- Lead your organization to greater heights through innovative and creative ideas
- Impart values to your team members via leadership by example

Course Objectives:

Participants attending this "Professional Certificate in Leadership and Communication" training course will:

- Learn practical leadership tools and techniques that can be applied immediately
- Understand the importance of leadership influence on the team
- Develop effective communication skills
- Identify ways to generate breakthrough ideas and methods for the team
- Identify value-based leadership principles to apply in the workplace

Course Outline:

DAY 1

Managing Myself as a Leader

- Importance of Perception
- Intrapersonal & Interpersonal Skills For The Leader
- Your Preferred Behavioral Style
- Understanding The Model For Leadership
- Removing Emotional Blind-Spots

DAY 2

Leading a Team

- Dealing with Others
- Understanding The Stages of Human Development
- Optimizing The Leader's Natural Strengths
- Understanding Team Processes
- Building Effective Teams

DAY 3

Innovative Leadership

- Openness to Innovative Ideas
- Divergent Thinking Skills
- Removing Blocks to Creativity
- Understanding The Creative Process
- Metaphors and Analogies For Innovative Thinking

DAY 4

Communication For Leaders

- The Positive Influence of Listening
- Sharpening Your Listening Skills
- Body Language
- Inspiring and Guiding Others
- Handling Stress Appropriately

DAY 5

Imparting Leadership Values

- Leading by Example
- Resilience For Sacrificial Leadership

- Intentionality For Self-Motivation
- Interpersonal Connections For Persuasive Leadership
- Integrity For Accountable Leadership