BTS
Training & Consultancy

The Complete Course on Leadership Skills

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Course Summary:

Good leaders are made not born. A person can become an effective leader if the desire and willpower to do so is present in the person. Certain leadership principles, however, must be learned and practiced in order to inspire others to greater productivity and these principles do not come naturally. A person develops good leadership through a never-ending process of self-study, education, training and experience.

Modern organizations cannot afford anything less than competent and dynamic leadership that leads to successful work and replication of leadership in others. Establishing and maintaining an environment of change, a drive for excellence, building trust in communications, creating positive interpersonal interactions and encouraging open work environments is a challenging, every-day part of a leader's life.

Who Should Attend?

Executives, Managers, Supervisors, Team Leaders, Superintendents, Financial Officers and Controllers, Process Managers, Strategic Planning Managers, Key Personnel, Champions, Officers, Management Professionals, Coordinators

Course Objectives:

By the end of this course, delegates will learn about:

- Determine your personal role as an effective leader in your organization and in your business segment
- Describe a leadership change model for the process of planning, communicating and creating strategic change
- Develop skill in leadership principles of change, organizational excellence, communications, empowerment and interpersonal relationship
- Increase strategies for creating a positive work environment that fosters leadership and a commitment to continuous improvement in others

- Enhance communication and human interaction skills to develop successful leaders
- Integrate leadership into the overall work of the organization or department
- Accomplish strategic change in an organization in a more productive manner
- Establish organizational and personal decision making capabilities based on leadership principle
- Increase organizational leadership skills in innovation and change
- Empower organizational leadership for business success and productivity
- Develop skills for leaders which will raise their capability, skill and morale
- Allow leaders to better meet challenges of dynamic, constant change
- Improve performance by learning productive, effective and efficient leadership skills
- Enhance leadership techniques to do work productively with others
- Develop skills in interpersonal interaction to practice leadership principles

Course Outline:

Leadership Roles in our Dynamic, Changing Work Culture

· Introduction to leadership and the course

· Identification of strategic principles of leadership skills

· Challenges leaders face in changing organisations

· Conditions in the changing culture that require leadership

· The role of leadership in strategic thinking organisations

· Understanding the role of organizational change in leadership

Leadership in Organizational Excellence

· The role that organization type plays in leadership development

· Developing a culture of organizational excellence in our work environments

· Questioning the status quo of productive organisations

· Leaders modeling the way through personal execution

· Developing a concept of leadership excellence and customer focus

· The components of change by implementing a new culture

Open Communication as a Key Leadership Principle

· Importance of leadership and communication methods

· Interpersonal, open communication is two-way

· Understanding how interpersonal communication preferences differ

· Communicating empowerment techniques in leadership

· Leaders need to develop an active listening communication style

· Communication and interaction openness develops trust

Leadership Resulting from Trusting Interpersonal Relationships

· Successful interpersonal interaction develops leaders with trust

· Characteristics of a leader's interpersonal interaction

· Identification of the personal interaction style

· Individual strengths and challenges of each interpersonal styles

· Understanding how people work better together using diverse interaction styles

· Leadership is establishing trust in interpersonal relationships

Developing an Environment of Innovation and Dealing with Reactions to Change

· Understanding the leadership benefits of an environment of innovation and improvement

· Leadership in developing a personal change plan

· Understanding problems inherent with change

· Leading others through critical change initiatives

· Preparing other people for leadership

· Further readings for sharpening leadership skills