



Leadership Key Tools & Skills for New Managers and Leaders

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Course Summary:

Great leaders get extraordinary things done in organizations by inspiring and motivating others towards a common purpose. No two leaders are alike. That's because leadership comes in many different forms: They vary in their management philosophies and have distinct personality quirks. But one idea remains significant - that leadership is unique to each person. Neither science nor formula will produce a leader; leadership is a matter of character. Leaders are the single most important ingredient in building an engaged, high-performance workforce. All too often these leaders are ill-prepared for their critical new roles. Even when organizations put programs into place to enhance leadership skills, the impact is diluted because of a lack of organizational support. This leads to high rates of leadership failure, low employee loyalty, and, ultimately, poor business performance.

This is not a management course. It is distinctly a leadership program. We believe that leadership is the capacity to influence others to act. Leadership is an "influence process" and processes are observable and "learnable". Leaders groomed through this program would have the ability to build proactive, independent, trusting, proud, involved, respecting and self-sustaining teams or individuals. The key features of this program are:

- Define the attributes, roles and responsibilities of a leader
- List the attributes of a leader
- Describe the impact of an effective and ineffective leader
- List the challenges faced by a leader
- Gain awareness of personal leadership competence
- Increase your leadership power
- Increase level of competencies of a manager

Who Should Attend?

Team Leaders, Managers, Superintendents, HR Officials, T&D Personnel, General Supervisors, Executives, Supervisors, Financial Officers and Controllers, Process Managers, Strategic Planning Managers, Key Personnel, OE Champions, Chief Executive Officers, Directors, Company Secretaries, Presidential Advisors,

Ministerial Advisors, Board Advisors, Chief Financial Officers, Board Members, Heads of Department, Directors of Human Resources, Directors of Business Development, Strategic Advisors, Senior Managers, Project Directors, Engineers, any person needs to acquire managerial and leadership skills

Course Objectives:

By the end of this course delegates will be able to:

- Define the attributes, roles and responsibilities of a leader
- List the attributes of a leader
- Describe the impact of an effective and ineffective leader
- List the challenges faced by a leader
- Gain awareness of personal leadership competence
- Increase level of 5 skills of a manager

Course Outline:

Leadership Key Fundamentals

- The leadership model that works
- The impact and consequences of leadership
- Your value as a leader

Leadership Success Factors

- Task, team and personal requirements

The Leadership Shift: New Age Leadership Styles

- The 21st Century Leadership Shift
- Styles of an effective leader vs ineffective leader
- Assessing your leadership traits

Personal Leadership Competence

- Leadership Rule #1- To be a Great Leader, Become a Great Person First
- Your attitude, emotions, behavior

Interpersonal Leadership Competence

- Leadership Rule Number #2 - The Deeper Your Relationship, the Stronger your Leadership
- Building trust, openness and commitment

Performance Management Competence

- Leadership Rule Number #3: Disciplines of planning, disciplines of execution
- Thinking strategically
- Planning performance
- Managing Performance
- Giving and receiving feedback
- Reviewing and following up
- Going against the "whirlwind"

Creating and Sustaining a Team Culture

- Strategies
- Principles
- Ethics
- Gratitude
- Appreciation