

EFFECTIVE LEADERSHIP TECHNIQUES (REF:OTSELTO01)

Course Objectives

Developing leadership competencies, motivational skills and practical people management skills. Improved understanding of the factors affecting these issued and how they relate to each other in a working environment.

Goals will be achieved more efficiently, team morale will improve, productivity will be increased, problem solving and decision making enhanced and this will enable individual and the company to achieve business goals more efficiently.

Course Description

The course explores your understanding of leadership and management while explaining aspects and techniques of the process which can be used to improve .

The inter-relation of factors affecting motivation of individuals and teams will lead to more effective management. It also aims to cover practical skills in counseling, mentoring and coaching of personnel. The course will give you the opportunity to understand the nature and practice of good leadership in such a way as to make you a more effective leader, manager, colleague and team member for the benefit of the business.

A variety of training methods are used on the course, including discussion, self-diagnostics, class exercises, workshops and demonstrations.

Who Should Attend

Managers / supervisors, who are currently responsible for teams departments and want to further their understanding, or personnel who are being developed for more responsibility.

Pre-Requisites

All Attendees should have a manager / supervisor role or being developed for this sort of position.

Course Outcome

At the end of this course delegates a good understanding of Leadership / management, theory, methods and techniques and be able to apply them within the business.

The course will concentrate on practical methods and techniques in leadership, management, motivation and people skills , with a view to develop the skills and the confidence of the delegates to use these in a practical work situation.

Leadership and Management Course Outline

Day 1

Introduction
Leadership styles
Leadership/ management, differences and relationship.
Appropriate versus Inappropriate Leadership Approaches
Leaders /Managerial Responsibilities
Initial (self-analysis of personal style)
The Leader and change, effective Leadership
Leadership & Control - (The Practical Approach to Effective Leadership) :
Leadership/Managerial Responsibilities
Establishing individual analysis, current personnel styles.
Strategy, goals and objectives
Communication
Methods
Effectiveness
Oral, written and visual
Practical techniques to improve communications

Class workshop

Day 2

Team Building
Planning
Structure
The common goal
Team Goals
Motivation and delegation within a team
The individual within the team.
Mentoring and coaching



EFFECTIVE LEADERSHIP TECHNIQUES (REF:OTSELTO01)

Assessments and the part they play
SWOT analysis
Building on individual Strengths and improving weaknesses
Counseling.
Coaching
Establishing Roles within the team and management structure

Class workshop

Motivation, Delegation, Time management, Motivation and de-motivation
Satisfaction and Dissatisfaction at work
Practical guide to motivation
Communication re motivation
Achieve the goals

Class Workshop

Day 3

Introduction to delegation
Assessment of work
Assessment of individuals and teams
Preparing to delegate
Introduction To Time Management
Evaluation
Effective use of time
Control and monitoring
Planning
Procrastination
Managing Deadlines
Managing Crisis
People management
Personnel assessment
Evaluating Staff Performance
Appraisal Systems (Methods and Approach)
Setting goals and performance
Monitoring performance
Training needs analysis
Training
Disciplinary matters
Handling grievances
Health and safety issues

Day 4

Planning tools / methods and techniques
Task, Team and Individual
Defining objectives
Gathering Information, analysis what needs to be done
Planning tools methods and systems
Consider options, resources, time scales, standards
Priority setting
How to decide Priorities
Evaluation techniques
Approach
Practical application of methods
Decision Making techniques
Methods and techniques
Factors to be considered
Analysis
Time constrains
Problem solving

Course review and Feedback

