

STRATEGIC LEADERSHIP AND MANAGEMENT (REF:OTSSLM001)

Course Objectives

Developing the individuals leadership competencies specifically in the area of Strategic planning, development and execution of plans. Organisational goals will be achieved more efficiently. Delegates will understand the methods and techniques essential for effective Strategic Leadership / management. Problem solving and decision making will be 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, specifically relating to Strategic Leadership and Management.

Strategic Management spans many disciplines and no single approach works in every situation. This course will address these issues. A business and its people must be ready for change. Factors such as be working together. The culture, technology, skill set, geography, size, location, and many others factors need to be considered and incorporated into the strategic plan.

Once completed, your entire corporation or organization will be able to list the strategic objectives and employees will have a new understanding of how their jobs tie in, making your organization more successful.

Leave the course with a more in depth knowledge base about styles, systems and practical techniques of effective leadership and management will enhance the role you play within your business.

It also aims to cover practical skills in performance management.

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 whole business. A variety of training methods are used on the course, including discussion, self-diagnostic questionnaire, Exercises, workshops and demonstrations.

Who Should Attend

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

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, strategic leadership and will have increased their knowledge, skill levels and have practical management tools, methods, and techniques at the ready. On returning to the workplace they will be able to apply them for the good of the business.

Strategic 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
Class workshop exercises



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Day 2

Strategic Leadership

Concept
Key elements of strategic management
Strategy

Key questions

Business objectives
Best way to achieve objectives
Resources required

The 3 perspectives

Traditional
Resource based
Stakeholder

The mission statement
Vision Statement

Day 3

Strategic Leadership
Strategic thinking
Strategic planning
Understanding the logic
Analysis
Planning re-adjustments
Strategic plan
Strategic Management
Goals for the business
Other Factors
Company culture
Technology
Skill set
Geography
Size
Empowerment

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
Methods
Practical application of methods

Day 4

Decision Making techniques
Planning for change
Motivation, Delegation, Time management
Motivation and de-motivation
Satisfaction and Dissatisfaction at work
Practical guide to motivation
Communication re motivation
Team building
Achieve the goals



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Structuring effective reporting and information systems

Effective application of IT into leadership/management
The Management process, detailing, method & practical management tools.
Analysis and evaluation

Problem solving techniques

Day 5

People management

Personnel assessment
Recruitment and selection
Interviewing
Evaluating Staff Performance
Appraisal Systems (Methods and Approach)
Setting goals and performance
SWOT analysis
Training needs analysis
Training
Disciplinary matters
Handling grievances
Health and safety

Processing and control Financial information for the non accountant.

Basic Concepts
Basic techniques.
A cash flow statement for the reporting period
Budget control and monitoring skills for the non-accountant.
Efficiently reflect project changes to budgets, forward loads, resource forecasts

Workshop : Demonstrations and exercises

Course review and Feedback

