

Leadership Essentials

The transition into a leadership position is both exciting and daunting. Often there are many unknown elements and responsibilities. In this course you'll gain a fundamental understanding of leadership and your own leadership style and capabilities. The course increases your self-confidence by introducing you to the skills necessary to be an inspiring team leader.

Snapshot

Duration: 1 day

Learning Outcomes

At the end of this program you will be able to:

- Define leadership and a leader's responsibilities
- Create a leadership development plan
- Distinguish between a manager and a leader
- Outline the 5 leadership competencies and their benefits
- Use active listening techniques to build relationships
- Evaluate various perspectives to gain a big picture view
- Set SMARTIES goals in your action plan
- Make effective requests and set clear expectations
- Identify tasks to be delegated and delegate appropriately

Course Content

Setting the Context

- Introduction
- Learning outcomes
- Participant objectives

The Leadership Journey

- The new leader
- Creating impact as a leader
- Developing a workplace action plan

The Role of a Leader

- The definition of leadership
- Your experiences of leadership
- Leader versus manager
- Leadership behaviours - 5 leadership competencies
- Your leadership skills
- From vision to action
- A leader's responsibility

Essential Skills for Leaders

- Being a positive promoter
- Building relationships
- Setting expectations
- Making effective requests
- Big picture thinking
- Developing a goal oriented approach
- Delegation

Action Plan

- Workplace action plan
- References and further reading