



Leadership Skills

Programme Aim



To provide participants with the basic concepts of leadership with some skills development activities and to introduce the use of some practical leadership tools. The day ends with a time-management exercise, designed for delegates to put into place before the next course.

Course Content:



Introduction



What is a leader like? To allow participant to bring their ideas and preconception about leadership into the open.



What kind of leader are you? To enable participants to explore a key aspect of their own leadership style; the degree to which they tend to balance concern for their people with concern to get job done. Providing the opportunity to discuss the advantages and disadvantages of different approaches and plan to achieve a more balanced approach.



What kind of leader can you be? To enable participants to recognise the realities of action based leadership by considering their own responses to a series of situations.



Learning to lead: Enabling participants to identify their own development needs, thus increasing their involvement and motivation in leadership training.



The Gentle art of feedback: Giving participants a clear introduction to the process of giving feedback – one of the most useful leadership skills.



Leading the team: Encouraging participants to recognise some of the key elements of effective teams by observing or taking part in team work.



Managing time: To encourage participants to develop and discuss some practical and appropriate strategies for managing their time better in order to increase their effectiveness as leaders.



Conclusion

Course Duration:

This is designed as a 1 day course and can be linked to the Time Management, Chairing Meetings and Management training courses.

Course Materials:

A folder is provided as are all handouts and exercises used throughout the session.

Delegates are encouraged to complete pre-course action plans, and action plans throughout the day.