

## Effective Leadership

### Overview

Are you aware of the impact your management leadership style has on others? Is it the most appropriate for enabling others to perform and achieve results? This one or two day course will provide delegates with a range of management leadership styles and the ability to judge when best to use each of them.

### Target Group

This course is aimed at managers and senior staff who wish to explore various styles of leadership and management and effectively influence individuals and teams in order to achieve outstanding results.

### Objectives

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

- Understand the fundamental differences between a manager and a leader
- Identify their preferred leadership and behavioural approach
- Identify the challenges faced in managing others
- Contribute to effective team working

### Course Content

Below is an overview of the topics that are covered. (Please note that if this course is delivered on an in-house basis, the content can be tailored to meet your specific requirements and address any issues you may have.)

- **What is Leadership?**
  - Qualities of a good leader
  - Inspirational Leadership
  - Leadership versus management
  - Assessing your current leadership style
- **Leading a team**
  - The principles of effective team leadership
- **Leading individuals**
  - Feedback, praise and criticism
  - Understanding what motivates others
  - Motivation versus manipulation
  - Recognising stress in members of staff
  - Identifying individuals' development needs
  - Promoting personal development
- **Effective Leadership**
  - Delegation
  - Coaching – How and when to coach effectively
  - Effective time management
  - Communication skills - the art of selling the message
  - Delivering bad news
  - Developing and maintaining respect
  - Managing performance
  - Setting realistic goals

### Outcomes

Each delegate will receive individual feedback, and will be asked to complete a personal action plan to identify key changes to implement and skills to practice.