



## **Communication, Coordination & Leadership Training Course**



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### **Introduction:**

It has been said that all business is a dialogue. The ability of people at all organizational levels to create and maintain a rich conversation with each other and other companies ultimately makes business successful. That conversation relies on excellent communication skills. The best and most charismatic leaders are abundantly skilled communicators, able to coordinate and lead their teams because they create an environment in which others genuinely want to work. The best and most skilled coordinators can manage time, people, and priorities, influence at all levels, and still display a sense of leadership, making others want to follow them.

### **The Essence of Leadership Communication:**

Understanding why communication is essential in leadership lies at the heart of this leadership communication course. Through practical communication leadership skills training, leaders convey vision, inspire their teams, and steer complex projects toward successful completion.

Participating in this communication, coordination, and leadership course sharpens individuals' abilities to deliver messages, navigate organizational challenges, and foster a collaborative environment that exemplifies coordination leadership.

### **Targeted Groups:**

- Team leaders.
- Coordinators.
- This communication, coordination, and leadership course is suitable for all employees of the organization across all levels and departments.

### **Course Objectives:**

At the end of this communication, coordination, and leadership course, the participants will be able to:

- Raise self-awareness to understand their strengths and skills gaps as leaders and coordinators.
- Learn practical ways of addressing their skills gaps.
- Understand the subjective experience of others and how to respond to it.
- Demonstrate advanced communication skills, both verbal and non-verbal.
- Coordinate people, events, and projects with confidence.
- Manage time and teams effectively.
- Understand what motivates people at work and how to increase their motivation.
- Learn about the latest leadership theories and their practical application in the workplace.

## Targeted Competencies:

- Leadership skills
- Communication skills
- Coordination skills
- Time management
- Emotional intelligence
- Motivating others
- Personal impact and influence

## Course Content:

### Unit 1: Who Do You Think You Are?

- Self-awareness.
- Personal profiling.
- Assessing your current leadership style.
- Evaluate your abilities as a coordinator.
- Your preferred team role.
- Your communication style.

### Unit 2: Enriching Your Communication Skills:

- Subjective experience and communication.
- Advanced language patterns for influence.
- Questioning and listening skillfully.
- Motivation and behavioral drivers.
- Hygiene factors and motivators.
- Glassers are innate drivers.
- Filters of experience.
- The emotional loop.

### Unit 3: The Skills of the Coordinator:

- Time management.
- Prioritization.
- Teamworking skills.
- Essentials of project management.
- Meeting management.
- Effective use of IT to support coordination activities.

#### **Unit 4: The Modern Leader:**

- The 10 intelligences.
- Exploring emotional intelligence.
- Emotional intelligence and leadership.
- Theory X and Theory Y - push and pull leadership.
- Values and leadership.
- The culture of your organization.

#### **Unit 5: Communicating, Coordinating, and Leading:**

- What do people say about your team - and what do you want them to say?
- Critical challenges for your team and how to meet them.
- Case study - communicating, coordinating, and leading in practice.
- Personal action planning.