



Achieving Leadership Excellence Course



Achieving Leadership Excellence Course

Introduction

This course focuses on the leader's role in developing and motivating excellent teams. Rather than defining one 'right' way to lead, it will introduce a range of complementary approaches that participants can practice, combine, and adapt to suit their personal preferences and organizational needs.

By exploring the leadership role from many different perspectives, this seminar on achieving leadership excellence allows delegates to experiment with innovative ways to empower and enthuse their team and positively influence their organizational climate and culture.

The benefits to the organization will be leaders better able to focus on organizational goals and better equipped to develop their team towards sustainable performance improvement.

Achievement-Oriented Leadership: The Path to Leadership Excellence

In today's competitive environment, an achievement orientation in leadership is paramount for organizational success. Leaders who set high standards and goals for themselves and their teams can propel an organization to new heights.

This course tailors its content to instill such achievement-oriented values, ensuring participants in the achieving leadership excellence course will learn how to foster a culture of continuous improvement, innovation, and excellence in leadership.

Participants in this achieving leadership excellence course will engage with techniques designed to fine-tune their leadership excellence, refine their management skills, and achieve the satisfaction of leading their teams to success.

Targeted Groups

- Managers.
- Supervisors and team leaders.
- Employees who are being prepared to be promoted to a managerial level.

Course Objectives

At the end of this course, the participants in achieving leadership excellence will be able to:

- Study effective team operations.
- Analyze effective communication strategies.
- Understand how to give and receive effective feedback.
- Consider tools for motivating and delegating.
- Explore leadership styles.
- Examine the construction of a learning environment.
- Sharpen influencing skills.
- Elevate communication skills.
- Improve the utilization of leadership styles.
- Increase the effectiveness in managing performance.
- Get the most significant levels of personal productivity.

Targeted Competencies

- Performance management.
- Leadership skills and strategies.
- Decision making.
- Communication skills.
- Empowering and delegating.
- Coaching.

Course Content

Unit 1: The Empowering Tools of Leadership: Motivating and Delegating

- Identifying the critical factors in motivation.
- Appreciating how different theories of motivation can be applied to the work setting.
- Tailor motivational efforts to individual employees and different situations.
- Identify the benefits and the barriers to delegation.
- Identify the different delegation styles and understand the guidelines for how and when to use them.
- Evaluate employees and situations and determine the appropriate delegation style.
- The difference between doing, leading, and managing.

Unit 2: The Attributes and Characteristics of Successful Leadership

- Characteristics of highly effective leaders.
- The difference between traditional and transformational leadership.
- Using flexible and effective leadership styles.
- Understanding a leadership mindset.
- Effective leadership and emotional intelligence.
- Practicing effective decision-making.
- How do you build an effective, proactive team?

Unit 3: Coaching for Top-Quality Performance

- The transition from performance appraisals to performance management - manager's self-evaluation.
- Managerial barriers to effective performance appraisals.
- How do you assess an employee's performance fairly, avoiding subjectivity and bias?
- The benefits of ongoing performance management.
- Leadership/coaching behavior assessment.
- Your leadership/coaching style - strengths and gaps.
- Using performance management as a leadership strategy.

Unit 4: How to Become an Environmental Change Agent

- Defining a learning environment and its benefits.
- Senge's five learning disciplines.
- Personal mastery - learning to expand our capacity to create desired results.
- Mental models - seeing how our internal pictures of the world shape our actions.
- Shared vision - building a sense of commitment in a group.
- Team learning - creating a synergistic thinking environment.
- Systems thinking - a language for describing the forces that shape the behavior of systems.

Unit 5: Building Effective Communication Skills

- Identifying the importance of effective interpersonal communication for the leadership role.
- Building trust and believability: behaviors vs. intentions.
- Perception and communication with others.
- Self-concept and leadership success - strategies for improving self-concept.
- Delivering clear, concise messages.