Leadership Skills in the Workplace



Background

Extraordinary leadership is rare. You know leadership when you see it and when it is missing. According to Warren Bennis great leaders are made and usually self-made. This course explores the complexity of leadership and how to win the hearts and minds of your teams to achieve the results that matter effectively.

Learning Outcomes

By the end of this programme participants will be able to

- Appreciate the importance of strong leadership and what it is
- Understand your leadership style and modify as appropriate
- Know how to communicate your vision for your team or organization
- Have tools and strategies to lead rather than manage others
- New insights and knowledge to break old routines and replace with new behaviours

Workshop Methodology

The programme will be highly participative and include discussions, exercises, case studies, reflective practice to gain deeper knowledge and awareness and scenario practice to address the objectives. The participants will be encouraged to interact and discuss the relevant areas to ensure that knowledge and skills are developed. The order below can change based on the needs and focus of the group.

Workshop Overview

- Introduction, objectives and expectations: The participants will help to set the agenda for the course and their learnings
- What is leadership: Participants will debate what leadership is, role and responsibilities of leaders; the importance of leadership to the bottom line. Definitions and types of leadership will be discussed. As a group we will explore different styles of leadership and their effectiveness in different situations.
- Success factors: Vision, passion, integrity, trust, curiosity and daring and the role they play in creating a strong foundation for effective leadership.
- Knowing yourself: Your personal leadership style, values and preferences will be explored, how they influence your behaviours and that of others, where your motivation and energy is drawn from.
- Planning and organising: Explore the use of a variety of planning tools where the team
 or the organisation is going and how to get there; organising to achieve the results that
 matter; creating an environment for teamwork and collaboration that attracts, focuses
 and keeps talented employees.
- Hiring and developing talent: Explore how to plan for talent needed now and in the future; steps to develop employees; supporting employees do what they do best;
 Successful Leadership

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creating opportunities to learn, grow and develop through feedback, coaching and new assignments.

- Executive presence: The participants will complete an exercise to create their vision for themselves as a leader and the experiences they will create for others. The role of executive presence will be discussed and steps to develop and/or strengthen it.
- Communicate to motivate and inspire: Prepare messages that engage others; practice listening at a deeper level; learning through enquiry; stakeholder analysis and influence.
- High performing teams: Lencioni's 5 Dysfunctions of a Team will be explored; Steps to build trust, create healthy conflict and show vulnerability, influence and gain commitment and hold self and others accountable to deliver results will be explored.
- Leadership and power: Explore and understand different power sources and how and where to use them appropriately.
- Leading change: The leadership of change; creating drivers for change and identify restraining forces; understanding resistance to change and steps to overcome it; communicating, implementing change and creating new norms; common errors leaders make.
- Practice: Apply the approaches discussed different scenarios
- Action plan: Throughout the programme the participants will reflect on their experiences and actions, draw conclusions and determine what they will do as a result of insights and knowledge gained.

This is a multiple day leadership course and will be tailored and structured based on your organisation's needs following a discussion with you.

Various profiling tools or assessments are recommended and will be selected based on conversations with you.

Coaching and/or action learning sets can be built into the programme to maximise transfer of learning and the transformational development of your leaders.