

## LEADERSHIP TRAINING

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**COURSE LENGTH: 2.0 DAYS**

*Leaders are made, they are not born. They are made by hard effort, which is the price which all of us must pay to achieve any goal that is worthwhile. -Vince Lombardi*

Good leaders are individuals who are confident and passionate about any work they handle and do while inspiring others as well. Great leaders have effective leadership skills and are always prepared to face the several hurdles of today's business world. These leaders are not actually born leaders; they are made through hard effort of studying, attending seminars and training then applying what they have learned to their organizations.

PD Training offers Leadership training course to develop the leadership qualities in every individual. This course is not a one-size-fits all approach; our trainers will work with you to put forward customized training resources. This course helps participants to fulfill their potential through helpful leadership skills training in fields including decision-making, strategic planning, team building and a whole lot more. This course teaches useful insights that are proven to function effectively in a real work setting.

This dynamic training course is available now throughout Philippines, including Manila.

This Leadership training course can be delivered at your premises by one of our expert local or international trainers or live online using our [HIVE](#) technology.

Contact us today for a quote.

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## LEADERSHIP TRAINING COURSE OUTLINE

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### FOREWORD

Leadership Development Training has a place of great importance in today's world as leaders are viewed as evolved rather than born. Leaders have been traditionally viewed as "mythological creatures", separate from the rest of humanity and empowered by some mysterious quality that smoothes their path towards inevitable success. However, the modern view is that through patience, persistence and hard work, therefore anyone can become a highly effective leader. The onus is on oneself to believe and make it happen. That is the reason Executive Leadership Training is so highly sought after by all successful companies.

Leadership development comes from within us, in the sense that deeply held values and principles provide the road map for the way we lead, and the way other people respond. Hence it is important that a Leader must first understand and then communicate one's own value systems to other people. It is always the Leader's personal value system that sustains them in their quest, whether they are a person of impeccable morals, or quite disreputable. Hence this is an integral part of management training as it is of critical importance to have self-awareness to lead and manage other people.

The role of a leader starts with a thorough understanding of the team's needs, aspirations and concerns, for which it is important to have excellent listening and facilitation skills.

This Leadership and Influencing Skills Training Program will teach you that effective leadership starts with a thorough understanding and congruence of the value systems of all parties.

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### OUTCOMES

#### Leadership Training - Day 1

- ▶ Understand the role of a leader, their traits, how are they different to a manager
- ▶ Look beyond the common leadership stereotypes
- ▶ Learn how your personality traits interact with your leadership styles
- ▶ Understand what Leading with Emotional Intelligence (EI) is and choosing the best approach
- ▶ Understand and Apply Situational Leadership
- ▶ Understand and apply the 5 practices of exemplary leadership
- ▶ Increase the performance of your team through developing team spirit

#### Leadership Training - Day 2

- ▶ Get the most out of your team by understanding the generational differences
  - ▶ Influence with passion and empower others to act by using rapport building techniques
  - ▶ Use creative problem-solving & decision-making methods
  - ▶ Improve your coaching and mentoring skills
  - ▶ Give feedback to inspire greater performance with engagement and buy-in
  - ▶ Identify and apply strategies to manage underperforming members of the team
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## MODULES

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### Lesson 1: Getting Started

- ▶ Workshop Objectives
- ▶ Expectations

### Lesson 2: Leadership Defined

- ▶ Leading managing and Coaching
- ▶ The Definition of Leadership
- ▶ The Definition of Influence
- ▶ Leadership Characteristics
- ▶ Leadership Concepts
- ▶ Reflection

### Lesson 3: Core leadership Theories

- ▶ Leading managing and Coaching
- ▶ The Definition of Leadership
- ▶ The Definition of Influence
- ▶ Leadership Characteristics
- ▶ Leadership Concepts
- ▶ Reflection

### Lesson 4: LDP - Communication Styles

- ▶ Step One: Identifying your Style
- ▶ Activity: Increase your awareness and adaptability
- ▶ Step Two: Adapt your approach
- ▶ Reflection

### Lesson 5: Leading with Emotional Intelligence

- ▶ The Visionary Leader
- ▶ The Coaching Leader
- ▶ The Affiliative Leader
- ▶ The Democratic Leader
- ▶ The Pacesetter Leader
- ▶ The Commanding Leader
- ▶ Reflection

### Lesson 6: Leading with Emotional Intelligence

- ▶ The Situational Leader: Conversations
- ▶ The Situational Leader: Coaching
- ▶ The Situational Leader: Involvement
- ▶ The Situational Leader: Delegation
- ▶ Reflection

### Lesson 7: Kouzes and Posner Theories

- ▶ Being the Example
- ▶ Sharing Inspirational Visions
- ▶ Challenge the Process
- ▶ Enable Others to Act
- ▶ Encouraging the Heart
- ▶ Reflection

### Lesson 8: Teamwork and Collaboration

- ▶ The Benefits of Teams
- ▶ The 5 Dysfunctions of a team
  - ▶ Absence of Trust
  - ▶ Fear of Conflict
  - ▶ Lack of Commitment
  - ▶ Avoidance of Accountability
  - ▶ Inattention to Results
- ▶ How Successful Teams are Built to Last
- ▶ Reflection

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### Lesson 9: Understanding the Generations

- ▶ Traditionalists
- ▶ Baby Boomers
- ▶ Generation X
- ▶ Millennials (Gen Y)
- ▶ Generation Z

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### Lesson 10: Influencing Skills

- ▶ The Three Factors of Persuasion
  - ▶ Ethos
  - ▶ Pathos
  - ▶ Logos
- ▶ Cialdini's Five Principles of Influence
  - ▶ Reciprocation
  - ▶ Commitment and Consistency
  - ▶ Authority
  - ▶ Social Validation
  - ▶ Friendship
- ▶ Influencing by Building Rapport
- ▶ Reflection

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### Lesson 11: Problem Solving and Decision Making

- ▶ Problem Solving Defined
- ▶ The Four Step Process to Problem Solving
- ▶ The Tools to effective Problem Solving and Decision Making
- ▶ Reflection

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### Lesson 12: Being a Coach and Mentor

- ▶ What is Coach?
- ▶ What is Mentor?
- ▶ The G.R.O.W. Model Explained
- ▶ Goals in the GROW Model
- ▶ Where Should the Goals be Focused?
- ▶ SMART Goals Explained
- ▶ Reflection

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### Lesson 13: Giving Effective Feedback

- ▶ Types of Feedback
- ▶ 3 Stages of Receiving Feedback
- ▶ Feedback Delivery Tools
- ▶ Difficult Feedback
- ▶ Seeking Feedback
- ▶ Reflection

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### Lesson 14: Managing Underperformance

- ▶ Recognising underperformance and the reasons why
- ▶ Common Performance issues
- ▶ The Tools to help you when Managing underperformance
- ▶ Reflection

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### Lesson 15: Reflections

- ▶ Create an Action Plan
- ▶ Accountability = Action

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)