

## 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

- ▶ Be a leader with a vision, not just a manager
- ▶ Look beyond the leadership stereotypes
- ▶ Understand Situational Leadership
- ▶ Influence with passion and empower others to act
- ▶ Increase the performance of your team by setting objectives, expectations and goals

#### Leadership Training - Day 2

- ▶ Communicate with confidence and clarity so you are always understood
- ▶ Use creative problem solving & decision making methods
- ▶ Improve your influence by developing listening and questioning skills
- ▶ Give feedback to inspire greater performance with engagement and buy in
- ▶ Identify and manage conflict within the team
- ▶ Lead and motivate your team in a changing environment

## MODULES

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### Lesson 1: Introduction

- ▶ The Course Explained
- ▶ Training Outcomes
- ▶ Discussion Items
- ▶ Action Items

### Lesson 2: Leadership Defined

- ▶ The Definition of Leadership
- ▶ Leadership Characteristics
- ▶ Leadership Concepts
- ▶ A Brief History
- ▶ 3 Common Leadership Theories

### Lesson 3: Approaching Leadership Concepts

- ▶ Which Style Fits Best?
- ▶ Evolving Your Approach
- ▶ 10 Proven Leadership Concepts

### Lesson 4: The Situational Leader

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

### Lesson 5: Your Individual Inventory

- ▶ Kouzes and Posner Theories
- ▶ Your Individual Inventory
- ▶ Planning for Success

### Lesson 6: Being the Example

- ▶ Your Individual Role
- ▶ Role Modelling to Inspire
- ▶ Affecting the Actions of Others

### Lesson 7: Sharing Inspirational Visions

- ▶ Documenting Your Vision
- ▶ Sharing Your Vision
- ▶ Understanding the Impact

### Lesson 8: Be an Inspirational Innovator

- ▶ Thinking Outside the Square
- ▶ Finding Internal Innovation Skills
- ▶ Continuously Improving
- ▶ Champion Change Management

### Lesson 9: Creating Successful Teams

- ▶ What Makes a Cohesive Team?
- ▶ Tuckman and Jensen's Four-Phase Theory

### Lesson 10: Teamwork and Collaboration

- ▶ Required Activities to Incorporate
- ▶ Non-Productive Activities
- ▶ Activities Worth Consideration

### Lesson 11: Empowering Others to Take Action

- ▶ Fostering Continuous Improvement
- ▶ Building Respect and Trust
- ▶ Trust is a Key Component

### Lesson 12: Becoming an Empowered Leader

- ▶ Assertiveness Required
- ▶ Conflict Resolution Planning
- ▶ Getting "Buy In"
- ▶ Make a Decision

### Lesson 13: Encouragement Tips

- ▶ Rewarding the Team
- ▶ Celebrate Achievements
- ▶ Encouraging Long-Term Reward Systems

### Lesson 14: The Art of Influencing Others

- ▶ Persuasion is an Art
- ▶ Influence Explained
- ▶ Having a Real Effect on Others

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### Lesson 15: Communicate with Words

- ▶ Active Listening Skills
- ▶ Powerful Questioning Techniques
- ▶ Communication with Intention

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### Lesson 17: Being a Coach and Mentor

- ▶ What is Coach?
- ▶ What is Mentor?
- ▶ The G.R.O.W. Model Explained

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### Lesson 19: Goal Setting for Success

- ▶ Goals in the GROW Model
- ▶ Where Should the Goals be Focused?
- ▶ SMART Goals Explained

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### Lesson 21: Wrapping Up

- ▶ Words from the Wise
- ▶ Completion of Action Plans

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### Lesson 16: Communicate with Body Language

- ▶ Body Language Explained
- ▶ What is Your Body Saying?
- ▶ Learn Best Practice Articulation

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### Lesson 18: Giving Constructive Feedback

- ▶ What is a Feedback Sandwich?
- ▶ Delivering Constructive Assessments
- ▶ Managing Toward Positive Change

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### Lesson 20: Creating Strategies for Success

- ▶ List Your Targets
- ▶ Four Perspectives to Consider
- ▶ Choosing the Best Perspective
- ▶ Setting Goal Milestones
- ▶ Set a Strategic Plan
- ▶ Supporting Elements

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## WEB LINKS

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