

Gearing You For Growth

Bursaries | **Business Skills** | Coaching and Mentoring | Computer Skills | E-Learning | Learnerships | Skills Development | Virtual Training

Business Leadership: Becoming Management Material

Course Overview

This three-day workshop is a tool for leadership development. It is designed to help delegates create, accomplish their personal best, and to help them lead others to get extraordinary things done.

At its core, leadership means setting goals, lighting a path, and persuading others to follow. But the responsibility entails much more. Leaders must get their message out in a way that inspires, make the most of their limited time, and build roads to precious resources.

Leaders must negotiate alliances, improve their colleagues, and align the ambitions of the many with the needs of the organization.

What makes for a great leader? Is it something to do with inward characteristics, such as confidence and focus? Is it more about outward presence, including charm and compassion? Or is it about the ability to create a vision and get others to commit to it?

The answer is all of the above. By accepting the challenge to lead, you come to realize that the only limits are those you place on yourself.

Target Audience

Managers, supervisors, and anyone aspiring to become one.

Prerequisite

There are no prerequisites for this course.

Duration

- 3 Days



Course Outline

About the Learning Organization

In the first session, delegates will explore Peter Senge's vision of a learning organization. Is your company one where all employees are committed to lifelong learning? How can it encourage continual growth and development?

Achieving Personal Mastery

Next, delegates will identify some strategies for understanding what our own strengths are, as well as where we want to go.

Analysing Our Mental Models

Often, we create our own realities without even realizing that we do so. This session will give delegates some ways to explore and change their own mental models.

Achieving a Shared Vision

This session will give delegates some ideas for building commitment within a team using shared vision. Delegates will also explore a model that will help them move their team to greater independence.

Team Learning

Next, delegates will learn what a leader's role is in a team, and how to lead them through a discussion to reach an agreement point.

Systems Thinking

To wrap up the morning, delegates will look at some different cycles and what impact they may play in team efficiency.

Understanding Leadership

In this session, delegates will study Paul Hersey and Ken Blanchard's Situational Leadership II® model, which outlines four leadership profiles. Delegates will also explore their own style; learn about servant leadership and look at leadership in an organization through practices like onboarding, orientation, and performance management.

Five Practices

Day One will conclude with information on five essential leadership practices that experts James Kouzes and Barry Posner have identified. Delegates will explore these practices through two exercises and some group discussion.

Building Trust

Day Two of this workshop will begin by looking at how trust and performance are related, and how a leader can build trust in team members.

Managing Change

Next, delegates will learn ways to successfully lead a group through change. Delegates will have an opportunity to work through a personal change scenario and to apply learning points to a case study.



The Four Room Apartment

Psychologist Claes Janssen describes the process of change like moving from one room to another in a four-room apartment. This session will look at the key aspects of that theory.

Time Management Tips and Tricks

To wrap up the morning of Day Two, delegates will learn some ways to organize their workspace, conquer e-mail, and manage their time more effectively.

Managers versus Leaders

In this session, delegates will explore the differences between management and leadership.

Types of Thinking

Next, delegates will learn about directional vs. consequential thinking. A brief discussion on ethics is included.

Influence Strategies

At the very core of leadership is the ability to influence people. This session will give delegates some ways to persuade individuals to change. Robert Cialdini's influence strategies will also be covered.

Managing Relationships

Day Two will conclude with a detailed look at different aspects of relationships, including the relationship cycle, leading a team through conflict, and managing stress.

A Simple Problem-Solving Process

Day Three will begin with an introduction to a simple, systematic problem-solving process that delegates can apply in any situation. Delegates will also have an opportunity to apply the steps to a personal problem.

Strategic Planning

In this session, delegates will learn about the SWOT technique, which helps to identify the Strengths, Weaknesses, Opportunities, and Threats of any person, organization, product, service, or process.

Doing Delegation Right

This session will give delegates an opportunity to practice delegation through a group exercise and a role play. Delegates will also learn about the different levels of delegation.

Criteria for Useful Feedback

To wrap up the morning, delegates will receive some tips for giving good feedback.

Feedback Techniques

Next, delegates will delve deeper into the art of feedback and learn some specific techniques. Constructive criticism will also be discussed.

Mastering Your Body Language

We are always sending signals to others, whether we like it or not. Body language combined with vocal tone can override or even cancel the meaning of the words we say! In this session, delegates will learn how to master the art of body language and subtle signals.



Meeting Management

Did you know that the average manager wastes seven to ten hours per week in meetings? In this session, delegates will learn how to make the most of meetings.

Pumping Up a Presentation

Next, delegates will learn seven steps to pump up a presentation.

Personal Development

To wrap up the workshop, delegates will review their pre-assignment and identify next steps.

Workshop Wrap-Up

At the end of the workshop, delegates will have an opportunity to ask questions and fill out an action plan.