Course Outline

Leadership and Management Skills Series

Leadership and Motivation

This outline is intended as a guide to the possible content of a course.

In practice, our courses are tailored to meet the requirements of our clients.

Overview

Leadership skills do not come about by simply applying the job title of *Team Leader;* they need to be developed and supported where required. Respect from your team is all-important, but it must be earned through your actions rather than by your words or job title.

This course is aimed at developing your confidence to lead teams effectively. It will help you to identify your strengths and provide you with the tools required to lead a motivated, successful team.

Outcomes

By the end of this course, you will be able to:

- list the characteristics of an effective leader and identify your leadership style/qualities
- identify the impact that your leadership style may have on other members of your team and how to adapt your style as required
- state the value of *team roles* within an effective team and identify how these may be used to develop your current team
- begin to use assertive behaviour and supporting techniques to help you to deal with criticism, confrontation and anger within your team.

To support the achievement of the above, you will have the opportunity to practise and develop your practical skills using a number of small group, paired and individual exercises. You will also be encouraged to develop a *personal action plan* to support your continued learning back in the workplace.

Duration

1 day

Continued...

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LEARNING & GROWTH

Course Outline

Leadership and Management Skills Series

Key Areas Covered

- What makes a good leader?
- Identifying and developing your own leadership style.
- What makes a team tick?
- Successful leaders communicate effectively - developing an awareness of your impact on others through:
  - the words you use
  - your tone of voice
  - your body language (*'non-verbal communication'*).
- Team roles and their importance.
- Developing the capability of your team.
- Using assertive behaviour to resolve conflict within your team.
- The importance doing or delegating tasks and the impact of procrastinating.
- Empowering your team.
- Accepted theories on motivation and how to apply them in practice.

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