



EFFECTIVE MANAGEMENT And Leadership Styles

Course Introduction:

Are you aware of the impact your management leadership style has on others? Is it the most appropriate for enabling others to perform and achieve results? This training will provide delegates with a range of management leadership styles and the ability to judge when best to use each.

Course Objectives:

- Identify your current preferred management and leadership style.
- Choose the most appropriate management or leadership style for any given situation.
- Understand the impact of different styles on others.
- Increase your ability to motivate others.

Who Should Attend?

Middle professionals looking to enhance their understanding of the range of management and leadership styles so that they can build teams and improve individual effectiveness

Course Outline:

Defining your role

- Defining and differentiating between management and leadership
- Understanding the skills and qualities required of professionals and leaders in the 21st century
- Identifying what your organization needs, wants and expects of you
- Meeting the demands of both your manager and your team

Developing an Effective Management Style

- Reviewing your role, how do others see you?
- Projecting a professional and credible image
- Leading by example, being a role model
- Identifying your strengths and weaknesses

Different Management and Leadership Styles

- Hands on or hands off? (advantages and disadvantages)
- Leading, from the front and from a distance
- Empowering, letting others lead
- Consultative, supporting and directing others
- Motivating, leading positive thinking
- Challenging, leading new thinking

Adapting Your Style

- Understanding the individual and team needs
- Adapting to the situation and different individuals
- Persuading and influencing others by using the most appropriate style
- Reading the signs, understanding the impact of your style on others
- Developing an effective leadership style

Personal Development

- Practical solutions immediately transferable to the workplace
- Creating a personal action plan

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

