



DEVELOPING

Excellence and Promoting Creative Leadership Styles

Course Introduction:

Corporations need dynamic leaders who can help their employees to be innovative and enterprising. This course presents an opportunity for leaders to develop their leadership skills and learn how to help their employees develop the appropriate leadership style in the workplace. The course will also equip leaders to meet the challenge of developing excellent decision making skills as well.

This training course is also intended to provide participants with the knowledge and skills required to maximize their leadership potential through helping participants develop their leadership skills in managing and motivating staff to become effective leaders.

This course will introduce a range of complementary approaches which delegates will have the opportunity to practice, combine and adapt to suit their personal preferences and organizational needs. It allows delegates to experiment with innovative ways to empower and enthuse their team and influence positively their organizational climate and culture. The benefits to the organization will be leaders better able to focus on organizational goals and better equipped to develop their team towards sustainable performance improvement.

This course will also allow participants to use simple but highly effective problem solving and decision making tools to better align their efforts to achieve organizational goals and objectives. In using the same tools to build and develop their teams working style and processes, participants will enhance their team's commitment and achievement.

Course Objectives:

By the end of this course participants will be able to:

- Promote creative leadership styles and develop required skills in teambuilding & team leading
- Understand the main principles and practices of leadership
- Gain a greater awareness of themselves and their full leadership potential
- Refine the leadership styles for the benefit of the team and the whole organization
- Develop delegation and empowerment skills
- Identify personal leadership strengths and development needs
- Select appropriate approaches to team problem-solving and decision-making
- Improve communication, interpersonal and influencing skills
- Enhance personal performance, credibility with colleagues and career success
- Develop creativity for transformational leadership
- Enhance decision making skills in employees
- Apply effective decision making skills in solving problems
- Handle conflict situations
- Manage change effectively

- Lead, motivate, coach and develop staff

Who Should Attend?

- Team leaders and superintendents
- Managers
- Supervisors

Course Outline:

Defining leadership

- Distinguishing between management and leadership
- The role of the leader
- Different leadership styles
- Identifying and developing your style
- Leading by example – personal qualities which make leaders stand out
- Leaders role and responsibilities (What is expected?)

Gaining insights into leadership styles

- How perception influences leadership styles
- Understanding the personality
- Personality and leadership style
- Improving strengths and managing weaknesses
- Maximizing interpersonal relationship with others
- Removing emotional and mental blind spots

Developing effective leadership styles

- Analyzing and discovering personal leadership styles
- Adjusting leadership styles to suit the needs of different situations
- How to delegate and empower staff

The leader's role as a motivator

- When and when not to employ power to gain influence and credibility
- Targeting the right individual with the right task and setting goals
- Team targets, the risks and benefits of collaboration
- Providing recognition and feedback within your team
- Identify the benefits and barriers to delegation
- Motivation for excellent performance
- Motivating a high performance team
- The link between delegation and motivation

- The art of giving and receiving criticism

Motivating innovative & creative thinking in the workplace

- Understand how creative thinking works
- Developing openness to new ideas
- The creative mind: whole brain thinking
- Distinguish stages of the creative process
- Identify and understand the creativity in others
- Divergent thinking skills for innovative leadership

Developing and communicating the vision creatively

- Organizational culture and its influence on innovation
- Conflict as a catalyst for idea development
- Letting go the ego
- Working with different creative preferences
- Models of communication
- Letting go of the vision
- Leading without directing

Communications and communication skills

- Building leadership influence through communication
- Communication skills for leaders
- Verbal and nonverbal communication techniques
- Understanding the elements of the communication process
- Identifying barriers to communication
- Managing communication effectively
- Acting assertively, not aggressively or passively

Team working and Teambuilding

- Creating an effective team
- Skills required in a team
- How teams evolve and develop
- Assessing team working strengths and limitations

Team decision making

- Barriers to group decision making
- Methods of group decision making
- Identify how your team will improve its group decision making

Team problem solving

- The challenges of group problem solving
- A working definition of problem solving
- How well your team is set for effective problem solving
- Creative problem solving

Interpersonal skills for effective leadership

- Interpersonal skills required of the leader
- Developing and maintaining good working relations
- Assertiveness and influencing skills

Conflict handling

- Different approaches to handling conflict situations
- Skills required in resolving conflict effectively

Managing change effectively

- Developing strategies and practices to overcome resistance to change
- Creating a systematic approach to change management
- Developing a framework for change management

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

