

# ONLINE LEADERSHIP DEVELOPMENT (4 SESSIONS)

Unlock Team Performance with Our Four-Part Virtual Workshop for Managers: Drive Results, Foster Collaboration, and Elevate Leadership Skills. Are you a manager striving for excellence? Our uniquely designed, interactive workshop is the catalyst you need to amplify your team's potential.

## What's On the Agenda

**Maximising Team Performance:** Equip yourself with the skills and behavioural techniques to elevate your team's productivity.

**Actionable Tools:** Immediate takeaways for new managers, offering a holistic framework that can be applied right after the workshop.

**Reflect & Refine:** For seasoned managers, this is your chance to take a step back from the daily grind and fine-tune your management approach.

**Interactive Learning:** Featuring discussions and networking opportunities, this is an active learning environment. Cameras ON, please!

**Advanced Modules:** For those seeking to dig deeper, we offer advanced sessions with specialized focus. Details available upon request.

## Why Attend?

This isn't just a talking shop. This is a highly participative, 12-hour virtual workshop broken down into four 3-hour sessions. You'll be involved from the get-go, sharing your experiences and learning from peers.

## Your Takeaway

Whether you're a novice manager or have years of experience, you'll walk away with practical tools and strategies that are directly applicable to your workplace scenario. You'll also gain a network of fellow managers to share insights and best practices.

Ready to Lead Your Team to New Heights?

Don't miss this opportunity to invest in your leadership skills and inspire your team to new levels of success. **Contact Us Now to Reserve Your Spot in this Must-Attend Virtual Workshop.**

## Session 1: Leadership Foundations

### Challenges of Management

- Good v Poor experiences
- Managing performance definitions
- Roles & Responsibilities

### Leadership v Management

- Differences?
- Super leadership
- Personal leadership style
- Which style is appropriate and why?
- Application of model to individuals/groups
- Identifying People styles

## Session 2: Understanding Self & Others

### Communication Skills

- Successful communication
- Barriers
- Partnership language
- Listening skills
- Body language awareness

### Understanding & Applying EI

- What is Emotional Intelligence?
- The 5 Competencies
- Identifying personal values
- Application in workplace

### Coaching & Feedback

- What is coaching?
- Questioning framework
- Coaching models
- Preparation
- Giving and receiving feedback
- Feedback process

### Session 3: Team Development

#### Motivation

- Maslow's Hierarchy of needs
- Herzberg
- Analysis of motivation

#### Team Development

- Stages of team development
- Leading through each stage

#### Dealing with Challenging Situations

- Conflict
- Why does it arise?
- Thomas Kilmann Model
- 5 Conflict modes
- Application of modes
- Six types of assertion
- Perceptual positions

### Session 4: Managing for Results

#### Developing a Management Cadence

- Time management matrix
- Time logs
- What's working for you?
- Action centered leadership

#### Delegation

- Why delegate?
- Benefits/ Obstacles to effective delegation
- Signs of poor delegation

#### Stephen Covey's 7 Habits

- Review

