

Leadership Skills



Dr Stephen Ho: "Our brand of coaching teaches people to find and draw, from within, these abilities and this is the real value we bring to our students, clients and coaching counterparts."

Audience: Anyone who needs to be in a leading role will benefit from the skills provided on this course

Prerequisites: None

Program Duration:
2 days

Course Level:
Beginners &
Intermediate

Course Description

"The first responsibility of a leader is to define reality. The last is to say thank you. In between the two, the leader must become a servant and a debtor. That sums up the progress of an artful leader."

Max DePree

What does it take to become an effective leader?

Is leadership a natural talent or acquired skills?

Is management the same as leadership?

What are the differences between tactical and strategically planned leadership styles?

If you are looking for an answer to any of the above questions, then you are in the right place. This course offers effective skills and practical solutions for successful leadership. Detailed course materials, exercises and a comprehensive action plan at the end of the course will maximize your learning and allows you to take full advantage of these newly acquired skills once back at work.

This course also aims to help you in:

- Inspiring your team
- Assessing the needs of stakeholders
- Spotting the trends quickly and effectively
- Influencing the key people
- Increasing team creativity
- Managing risks
- Exploiting opportunities



Course Introduction

Effective leaders have acquired a set of skills and developed behaviors that set them apart from others. Successful leaders inspire and motivate people. They have the ability to create a vision and transfer it to those around them. They encourage hope, positivity, ambition and compassion. They are good communicators; know about planning and more importantly they can manage people. While all good managers are not leaders, all successful leaders certainly know how to manage people.

Good leaders have strong values, defined goals and clear plans to achieve those goals however they are pragmatic and embrace the change. Their flexible approach allows them to change their strategy and even beliefs to deal with different situation and unexpected developments especially in times of crisis. They are good problem solvers and encourage creativity, confidence and determination in their staff to overcome setbacks and problems.

Although skills are an important part of making a strong leader, it is the behavior that often marks a successful leader. Great leaders show integrity, enthusiasm, determination, confidence and wisdom. They understand people's needs and group characteristics. They appreciate hard work and reward it accordingly.

In this highly practical course delegates will learn:

Goal Orientated Thinking

Effective leadership without defined goals and objectives is impossible. As a successful leader you have to make it clear to your staff what are the common goal of your organization.

Strategy

You need a strategy to achieve your goals. A clear and comprehensive strategy will prevent the team getting carried away with unimportant details and help them focus on the main objective.

Centre of the Network

Strong leaders are at the centre of organizations. They are capable of interacting with a full circle of people, from staff to stakeholders. This interaction allows you to identify needs and recognize opportunities.

Influence

Successful leaders understand the art of influence. They know who to influence and how. Learning about different influence techniques to use on a verity of people will not only increase your authority but also increase the chance of success.

Motivation and Questioning Techniques

Motivation increases enthusiasm, positive energy and productivity. By understanding your team's vision you learn to motivate them effectively. Using the right questioning techniques will also help you in reaching to the bottom of problems and encourage efficient problem solving.

Developing People

As a strong leader you need to understand your people's perspective, their abilities and vision in order to bring the best out of them. Don't forget that as a successful leader you are a role model and should live up to it.

Leadership Styles

Some leaders have one leadership style which works in some situations but not in others. Effective leaders however understand the value of pragmatism and develop different styles of leadership suitable for changing environments. You will learn about different styles of leadership and what style to use in different situations and with different people.

The Philosophy Behind Leadership Skills Training Course

Delegation

Effective delegation not only gives a leader more time to deal with more important issues, it also increases team's confidence in their abilities. Learn the rules of effective delegation.

Creative Thinking

You will learn how to brainstorm, inspire your team to become more creative, encourage contribution and how to capture ideas and information.

Risk and Opportunity Management

As a leader you need to identify risks promptly in order to deal with them effectively and to prevent any future problems. Recognizing opportunities on time will allow you to take advantage of situations successfully.

Action Plan

At the end of this course you will create an action plan which will improve your leadership skills.

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

- Lead your team and **achieve results**
- Understand the **relationship** between stakeholders, clients, team members and you
- **Influence** people in the right direction
- **Communicate** effectively with team members
- **Coach and develop** your team so that they operate at their **peak**
- **Think strategically** and align your team with company's mission
- **Achieve results** through people

We have been running this course for many years and it has been quite successful. We have implemented numerous changes and modification over the years based on the feedback we have received from our delegates. The training materials you receive are up-to-date based on the feedback we have collected.

The 2-days course is designed to prepare the delegates for a leading role. We usually get two kinds of delegates. Some have an office work, are quite busy and have managers that are quite busy as well and they are sent to a training session on leadership so they can take a leading role and offload some of the work their boss had to do. Others have found themselves in a leading role, and now want to master the art systematically so they can lead better.

The course is designed to accommodate both types by teaching them about people personalities, bad leadership habits, and correct mentality. It is well understood that being told what to do is not as effective as actually carrying it out. Hence, the course uses extensive exercises to engage the delegates and put them artificially in a similar situation at work. Their performance can be observed by the tutor in this controlled environment and scored and evaluated based on the instructions given. The tutor can easily provide feedback and emphasize learning points and move on to the next topic. This way, the delegates have a higher chance of learning and remembering the concepts thought.

Our experience shows that delegates who went through this course were extremely positive about their experience and also thought the course was more like a coaching session where their needs were specifically addressed and they received a tailored training session. Indeed this is the direct result of the design of the course which is based on *Accelerated Learning and Modern Coaching Skills*. Comprehensive instructions are given for tutors so they can walk through this course to get similar results.



**Other Ideal Courses
to be used in
conjunction with
Leadership Skills
Training Materials
are:**

- **Conducting Interviews**
- **Performance Management**
- **Giving Feedback**
- **Coaching Skills**
- **Project Management**

**CONTACT US ANYTIME
TO SET UP A
TRAINING NEEDS
EVALUATION!**



○ | ○ | ○ | ○

852.3586.3938 office
852.3005.7626 fax
www.innowise.com.hk



LIST OF CORPORATE TRAINING PROGRAM

Management Training

- Communication Skills
- Leadership Skills
- Project Management
- Team Building
- Giving Feedback
- Creativity and Innovation
- Negotiation Skills
- Coaching Skills
- Motivation, Persuasion & Creativity
- Delegation Skills
- Event Management

Interpersonal Development

- Advanced Emotional Intelligence: Interpersonal Skills
- Advanced Communication Skills
- Handling Difficult People
- How to Influence People
- Conflict Management
- Meeting Skills
- Listening Skills
- Questioning Skills
- Difficult Conversations
- Persuasion Skills

Personal Development

- Emotional Intelligence
- Advanced Emotional Intelligence: Personal Skills
- Time Management
- Advanced Time Management
- Presentation Skills
- Decision Making
- Body Language Part 1
- Body Language Part 2
- Assertiveness Skills
- NLP Core Skills
- Report Writing
- Anger Management
- Personal Impact

Sales & Marketing

- Customer Service Skills
- Sales Skills
- Marketing Skills
- Telephone Skills
- Handling Complaints

Human Resources

- Train the Trainer: Delivery Skills
- Interview Skills
- Conducting Interviews
- Diversity Management
- Performance Management
- Stress Management