



# Leadership Fundamentals Training

Leadership isn't defined by the job title. It's about developing the perspective, skills and personal style to get results that matter. Individual contributors get the work done as they lead project teams, serve as key role models in the organization and are influential team members.

Being an effective leader is crucial to one's personal success and the success of the organization. The Leadership Fundamentals program was developed to introduce the essentials of effective leadership for greater success, faster.

This course will focus on the crucial aspects of leadership, such as motivating and leading the team, translating the company's vision into everyday work of the team, as well as getting the best from all the employees in the organization, whilst increasing their level of responsibility and effectiveness. This course centers on tactful leadership skills that are successful in any business. By creating extraordinary leaders and engaging them at all levels in the company, the organization will create the culture that guides smoothly all the processes through trust.

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- Identify the critical distinctions between leadership and management and practice the key traits of effective leaders.
- Set direction and enhance team member commitment by attention to vision, mission, values, and goals.
- Identify and track critical success factors to assess organizational effectiveness.
- Build team cohesiveness and work effectively within an environment of conflicting values.
- Apply effective strategies to build and sustain a high trust work environment.
- Build employee commitment by motivating and engaging team members to high performance.
- Apply constructive strategies to manage the challenges and uncertainties posed by change.
- Apply the seven habits of highly effective people to enhance personal and organizational effectiveness.
- Apply proven strategies to minimize disagreements and effectively negotiate conflict situations.
- Leave their comfort zone, take managed risks and think outside the box to improve their personal effectiveness.

## Objectives



## Who should attend

Leadership Fundamentals Training course is ideal for:

Seasoned and newly promoted managers

Supervisors want to develop their core leadership skills.

This program is suitable for leaders at all levels.



### Day 1

#### Principles of Effectiveness

- Speaking and listening skills, body language.
- Interpersonal skills for leaders
- Speaking and active listening skills, body language
- Fundamental principles for time management, planning and setting priorities.
- Dealing with interruptions and understanding and managing stress.



### Day 2

#### Leadership Styles

- Characteristics of a great leader
- Different styles of leadership
- Increasing influence by modeling organizational commitment



### Day 3

#### Leading you team

- Understanding and setting the teams purpose
- Types of teams, team formation
- Resolving team conflicts and conformity; techniques.
- Setting targets and monitoring the flow of work.
- Identifying and solving problems



### Day 4

#### Change management and Coaching

- Change in a business environment.
- Concept of skills audit for identifying areas of development.
- Coaching, mentoring and staff developing.
- Summary and personal development plan.



### Day 5

#### Relationships

- Stakeholder Relations
- Indicators of Network
- Standards for successful public engagement