

€ TRAINING

Leadership, Communication & Interpersonal
Skills: Leadership through Self-Mastery





Leadership, Communication & Interpersonal Skills: Leadership through Self-Mastery

Introduction:

Self-mastery is not achieved by accident - it is a process that occurs as we interact effectively with the events and circumstances of our lives. Each moment of our lives provides an opportunity to practice self-mastery by expanding our visions, awakening the faculties of our minds and our hearts, and assuming full responsibility for living, growing, and contributing. As we master our own emotions, we can enhance our ability to lead others, acting as a role model and someone others would truly wish to follow. Through this program, you will learn a great deal about yourself - how you think, how you perceive the world and how others perceive you, how you communicate and how you can enrich your communication skills - and through that process you will learn how to lead others with great skill.

Conference Objectives:

At the end of this conference the participants will be able to:

- Study effective management of our thoughts, beliefs, focus, and action
- Understand the impact of our values on our actions
- Consider how to build confidence, enthusiasm, and courage
- Explore methods of improving communication
- Examine how to enhance personal leadership skills
- Analyze the public face of the leader
- Focus on valuable goals
- Increase the ability to achieve success
- Improve communication skills
- Enhance leadership skills

Targeted Audience:

- Managers among all managerial levels
- Supervisors
- Team leaders
- Also, the conference is suitable for all the staff among all levels or departments

Conference Outlines:

Unit 1: Self-Mastery, Reality, and Responsibility:

- Taking charge of your brain
- Reaching success based upon your paradigm
- Understanding the emotional loop
- Gaining power and freedom by taking responsibility
- Analyzing the power of beliefs
- Utilizing emotion to drive action
- Directing your focus
- Understanding visual, auditory and kinesthetic submodalities

Unit 2: Vision and Integrity:

- Analyzing the impact of values on your vision
- Understanding how your values impact your purpose
- Designing your destiny with the power of vision
- Creating a powerful vision
- Operating with personal integrity
- Achieving positive self-renewal
- Building self-confidence
- Harnessing the power of enthusiasm
- Strengthening your courage

Unit 3: Advanced Communication Skills:

- Communicating with intention
- Breaking negative patterns
- Understanding the communication process
- Creating effective oral communication
- Understanding the relationship between verbal and nonverbal communication
- Utilizing active listening techniques
- Dealing with difficulties in communication
- Analyzing communication styles: aggressive, passive and assertive

Unit 4: Leadership:

- Understanding the importance of emotional intelligence
- Developing self-awareness, motivation, empathy and social skills
- Moving to a new model of empowerment
- Recognizing 21st-century leadership skills
- Interpreting institutional and interactive leadership
- Comprehending the difference between leadership and management
- Utilizing effective situational leadership
- Learning the 4 Es of leadership at GE: energy, excite, edge and execute
- Evaluating the leadership secrets of Jack Welch
- Investigating theories of motivation

Unit 5: The Public Face of the Mature Leader:

- Making successful presentations
- Influencing through appeal to the achievement of a vision
- Influencing through the utilization of logic
- Influencing through a genuine people orientation
- Displaying personal power in communications
- Overcoming the failure mechanism
- Running productive meetings