€TRAINING

Certificate in Leadership & Management Excellence



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Introduction:

Corporations need to nurture dynamic leaders who can help their employees to be innovative, enterprising, focused, and fully productive. This conference presents an opportunity for leaders to learn the management skills and leadership styles to enable them to maximize their impact and effectiveness in the workplace, as well as giving them the insights and skills necessary to utilize the abilities of those who report to them. By focusing on real-life organizational issues and the details of individual delegates, it will equip current and future leaders to meet the new and many challenges which accelerating globalization is presenting to all organizations.

The participants will develop leadership skills based on the latest scientific findings on how to make effective and creative decisions. You will also learn how to apply flexible leadership skills in a practical way to help your team achieve its goals.

Conference Objectives:

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

- Develop appropriate management and leadership skills
- Enhance leadership through a better understanding of leadership styles
- Share their thinking, communicate their vision, purpose & direction
- Add passion to motivate people
- Encourage employees to think outside the box of conformity
- Cultivate and manage creativity
- Gain a greater awareness of yourself and your full leadership potential
- Sharpen their leadership styles for the benefit of your team and department
- Develop adaptability in dealing with different people
- Enhance decision-making skills in employees
- Apply effective decision-making skills in solving problems
- Learn the essentials of creative and inspiring leadership
- Build group cohesion and harmony
- Learn how to cultivate key leadership styles for different situations and circumstances
- Enhance personal growth and confidence in your leadership and management capabilities

Targeted Audience:

- Head of departments
- Managers among all the managerial levels
- Supervisors
- Team leaders

Conference Outlines:

Unit 1: Successful Leadership Styles:

- Inspirational leadership
- Power of influence
- Understanding and developing others
- Proactive leadership
- Delegation as a leadership style
- Motivational leadership

Unit 2: Driving Radical Innovation:

- Lateral thinking
- Systemic innovation
- Leveraging the power of diversity
- Cultivating creativity
- Managing change creatively
- Implementing innovation

Unit 3: Entrepreneurial Leadership:

- Optimizing your leadership strengths
- Becoming an environmental change agent
- Developing personal empowerment
- Using transformational vocabulary
- Maximizing essential communication principles
- Understanding the 3 major levels of communication

Unit 4: Accountable Communication:

- What is accountability
- Improving personal credibility
- Leading with integrity
- Sharpen your communication skills
- Listening with the heart
- Inspiring and guiding the team

Unit 5: Developing Emotionally Intelligent Organizations:

- Building bonds
- Cooperation & team building
- Forging emotionally intelligent teams
- Resolving conflicts using emotional intelligence
- Organizational awareness
- Leading emotionally intelligent organizations

Unit 6: Developing Emotionally Intelligent Organizations:

- How Perception influences our leadership style
- Understanding our personality
- Personality and leadership style
- Improving our strengths & managing our weaknesses
- Maximizing our interpersonal relationship with others
- Removing emotional and mental blind spots

Unit 7: Developing Decision Making Skills:

- Using your left brain & right brain to make decisions
- Split-brain theory for developing effective problem-solving skills
- Developing openness to new ideas in making decisions
- Promoting idea mobility in teams
- Understanding the creative solving process in individuals and teams
- IDEAL problem-solving approach

Unit 8: Applying Effective Decision Making Skills in the Workplace:

- Encouraging creative problem solving for continuous improvement
- Removing blocks to creative problem solving
- Convergent versus Divergent Thinking
- Divergent Thinking Skills for solving problems
- Using SCAMPER techniques to approach problem-solving
- Applying SCAMPER techniques to make effective decisions

Unit 9: Overcoming Mental Blocks to Decision Making:

- Challenging self-imposed assumptions
- Metaphorical thinking
- Increasing new ideas
- Getting people behind your ideas
- Evaluating new ideas
- Creative leadership

Unit 10: Effective Leadership to Develop Dynamic Problem-Solving in the Team:

- Ensuring alignment with corporate mission
- Encouraging self-initiated activity
- Endorsing Unofficial activity
- Enhancing Serendipity
- Importance of appreciating diverse stimuli
- Practicing within-company communication for problem-solving
- Developing a personal action plan