€TRAINING

# Communication with Coordination and Leadership



# Communication with Coordination and Leadership

## Introduction:

This training program focuses on equipping participants with the necessary skills to communicate effectively while coordinating tasks and leading teams.  Through this program articipants will gain the proficiency to foster clear communication, streamline coordination efforts, and lead teams with confidence and efficacy.

## Program Objectives:

### At the end of this program, the participants will be able to:

- Raise their self-awareness to understand their strengths and skills gaps as leaders and coordinators.
- Learn practical ways of addressing their skills gaps.
- Understand the subjective experience of others and how to respond to it.
- Demonstrate advanced communication skills, both verbally and non-verbally.
- Coordinate people, events, and projects with confidence.
- Manage time and teams effectively.
- Understand what motivates people at work and how to increase their motivation.
- Learn about the latest leadership theories and their practical application in the workplace.

## Targeted Audience:

- Managers and team leaders aiming to enhance their communication and coordination skills.
- Supervisors responsible for leading and coordinating teams or departments.
- Professionals seeking to improve their leadership abilities through effective communication strategies.
- Organizations prioritizing the development of cohesive teamwork and efficient coordination among employees.
- Individuals interested in refining their leadership skills to facilitate better communication and coordination within their teams or organizations.

## Program Outlines:

### Unit 1:

## Who Do You Think You Are?:

- Self-awareness.
- Personal profiling.
- Assessing your current leadership style.
- Assessing your abilities as a coordinator.
- Your preferred team role.
- Your own communication style.

## Unit 2:

## Enriching Your Communication Skills:

- Subjective experience and communication.
- Advanced language patterns for influence.
- Questioning and listening skillfully.
- Motivation and behavioral drivers.
- Hygiene factors and motivators.
- Glasser's innate drivers.
- Filters of experience.
- The emotional loop.

## Unit 3:

## The Skills of the Coordinator:

- Time management.
- Prioritization.
- Teamworking skills.
- Essentials of project management.
- Meeting management.
- Effective use of IT to support coordination activities.

## Unit 4:

## The Modern Leader:

- The 10 bits of intelligence.
- Exploring emotional intelligence.
- Emotional intelligence and leadership.
- Theory X and Theory Y - push and pull leadership.
- Values and leadership.
- The culture of your organization.

## Unit 5:

## Communicating, Coordinating, and Leading:

- What do people say about your team - and what do you want them to say?
- Key challenges for your team and how to meet them.
- Case study - communicating, coordinating and leading in practice.
- Personal action planning.