

# € TRAINING

Managing Self and Leading Others





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## Introduction:

This training program is a comprehensive initiative designed to equip participants with the essential skills and competencies needed to effectively manage themselves and lead others in a professional setting. Through a blend of theoretical insights, practical exercises, and experiential learning, participants learn to enhance their self-awareness, develop strong self-management strategies, and cultivate effective leadership behaviors.

## Program Objectives:

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

- Recognize strengths and blind spots in themselves and others.
- Increase their self-awareness for better self-management.
- Plan and set goals and directions based on values and aspirations.
- Earn trust and get results with leadership coaching.
- Influence others from a position of authority, even without formal authority.
- Lead for long-term results.

## Targeted Audience:

- Mid-level Managers transitioning into leadership roles.
- Team Leaders and Supervisors seeking to enhance their self-management skills.
- Aspiring Leaders aiming to develop their abilities in leading others effectively.
- Professionals interested in personal growth and leadership development.

## Program Outline:

### Unit 1:

#### Self-Awareness: A Point of Departure:

- Assessing your self-awareness.
- Why increase your self-awareness.

- How to increase your self-awareness.
- Self-awareness questionnaires: Emotional intelligence, Interpersonal needs FIRO-B, Assertiveness, 'Big five locators', Cognitive style.
- Summarizing your self-awareness profile.

## Unit 2:

### Self-Management: Clarifying Values, Setting Goals, and Planning:

- What is meant by self-management.
- Self-management, personal, and social skills.
- Self-management skills and lifelong learning.
- How well do you plan and set goals.
- Personal goal setting and mission statements.
- Strategies for effective goal setting.

## Unit 3:

### Leading Others with Active Coaching:

- Characteristics of an ideal coach.
- How a good coach is described.
- 7 masterful coaching personality traits.
- Myths and realities.
- Seven communication principles for coaching.
- Leadership coaching styles: What kind of a coach are you?

## Unit 4:

### Persuading Others with Tact and Diplomacy:

- Definition of 'Persuasion'.
- Persuasion strategies: Credibility, Logical Reasoning, Emotional appeal.
- Improving your persuasive skills.

- Persuasive skills in formal presentations.
- Persuasion versus negotiation.
- The art of persuasion: thirty proven tips and techniques.

## Unit 5:

### Transforming Others with Influence and Inspiration:

- Transformational leadership and charisma.
- A model of transformational leadership.
- Transformational leadership factors.
- Transactional leadership factors.
- Other transformational perspectives.