

€ TRAINING

Seminar: Management and Leadership Skills
for New Managers and Supervisors





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Introduction:

This course is a comprehensive development program that addresses the key skills, qualities, and attributes of both Leadership and Management. The course will cover all aspects of leadership and management with the main emphasis being on the human side of leading and managing people.

Course Objectives:

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

- Learn the differences between management and leadership skills
- Learn how to be more confident and skilled in the demands required of their role
- Learn how to motivate, influence, and communicate with varied individuals and teams
- Understand the key elements of authentic Leadership such as trust, vision, respect, and interpersonal communication
- Develop enduring human relationships to benefit business performance
- Have the skills to organize, motivate and galvanize work teams to operate more effectively
- Gain varied Management and Leadership skills applicable within and outside the Organisation
- Get the confidence and expertise to interact with individuals and teams to create increased performance
- Devote to planning, effectiveness, and efficiencies as a direct result of applying the management skills
- Make an action plan for how and when to apply new interactive skills and knowledge for the benefit of self, work teams, and the Organisation
- Gain Knowledge of where future personal development may be advantageous to their current role and aspirations
- Bring improved knowledge, skills, and attitude back to the workplace
- Be adept at all aspects of Management and Leadership be able to apply these in the role immediately
- Understand the benefit and process of personal interaction and be able to use these new skills
- Have improved motivation, clarity, and focus

Targeted Audience:

- Head of departments
- New managers
- New Supervisors
- Supervisors & Team leaders
- Employees who are interested in gaining great experience to improve their career

Course Outlines:

Unit 1: Managing Myself as a Leader:

- Importance of perception
- Intrapersonal & interpersonal skills for the leader
- Your preferred behavioral style
- Understanding the Model for leadership
- Removing emotional blind-spots

Unit 2: Leading a Team:

- Dealing with others
- Understanding the stages of human development
- Optimizing the leader's natural strengths
- Understanding team processes
- Building effective teams

Unit 3: Communication For Leaders:

- The positive influence of listening
- Sharpening your listening skills
- Body language
- Inspiring and guiding others
- Handling stress appropriately