

€ TRAINING

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





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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.

Course Objectives:

At the end of this course 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.

Targeted Audience:

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

Course Outlines:

Unit 1: Who Do You Think You Are? 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: 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 3: 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.