

€ TRAINING

Seminar: Leadership Skills for Top
Management and Executive Hopefuls





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Introduction:

Most managers are evaluated as average by their peers and superiors even though they possess good job-specific skills and perform their job adequately. High performing managers are those who stand out because of the legacy they establish in their organizations. In this program, we will understand these processes, develop a methodology for choosing your legacy, and understand the process of implementation of a leadership plan. A unique program empowering you to play a leadership role in your organization, your department, or your section - to the benefit of your organization and your own career advancement.

This program provides the essential leadership skills required in managers and executives to be recognized as high performers in their organizations.

Each participant will go away with an action plan he can implement in a step-by-step manner in his organization.

Course Objectives:

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

- Lead styles, Leadership Values, and Leadership behaviors
- Understand the mindset of a leader
- Coach and managing for better performance
- Lead and managing change within the Organisation
- Develop stakeholder relations and network management
- Build strong collaborative teamwork by understanding group dynamics and group processes
- Leverage the knowledge of learning in the organization at all levels
- Develop strategies for using personal leadership power and building strong, mutual influencing relationships within the organization

Targeted Audience:

- Supervisors
- Managers
- Team Leaders
- Members of an executive committee

Course Outlines:

Unit 1:

- Program Overview.
- Manager Role
- Leadership Role
- Understanding Good Management
- Understanding High Performing Manager Attributes.
- Understanding Leadership
- Leadership Skills

- Developing Leadership Skills
- Understanding Leadership Opportunities
- Leadership Case Studies

Unit 2:

- Understanding Standard Structured Management Systems:
 - Customer Satisfaction.
 - Quality Assurance ISO9001:2010, QS9000, TL9000, eSourcing.
 - Total Quality Management TQM.
- How to Prepare for Leadership Role.
- Understanding Leadership.
- Establishing a Legacy.
- Key Leadership Process Management Capability:
 - Mobilizing People.
 - Providing Direction.
 - Building Teams to Support Legacy.
 - Demonstrate Technical Credibility.
 - Resisting Temptation to focus on Solving Technical Problems Yourself.
 - Not Relying on Formal Authority to Lead.

Unit 3:

- Cause to Champion.
- Keeping Informed of the Changing Business Environment:
 - General Economic Environment.
 - Industry Environment.
 - New Opportunities.
- Continually Improving Leadership Work Processes.
- Supporting Innovation.
- Mobilization of Different "Work Cultures".
- Assigning Strategic Work.