#### PARTNERS IN KNOWLEDGE UK LTD



Suite No. 129 295 Chiswick High Road LONDON W4 4HH



# **Challenges in Leadership Skills**

# PIK263-0325 IST-1





# **Short Description:**

This comprehensive seminar incorporates a number of the most difficult leadership skills, - the ones that deal with other people - into a two-week intensive program of people leadership with a focus on communication, interpersonal skills, motivation and organisational culture. This seminar will focus on:  $\hat{a} \in \mathcal{C}$  Self-awareness, self-development and self-mastery.  $\hat{a} \in \mathcal{C}$  Advanced communication and interpersonal skills.  $\hat{a} \in \mathcal{C}$  Empowering delegation skills.  $\hat{a} \in \mathcal{C}$  Giving constructive feedback.  $\hat{a} \in \mathcal{C}$  Presentation skills.  $\hat{a} \in \mathcal{C}$  Understanding employees' personal needs and wants.  $\hat{a} \in \mathcal{C}$  Apply individual differences to motivate others.  $\hat{a} \in \mathcal{C}$  Increase motivation by removing self-limiting beliefs.  $\hat{a} \in \mathcal{C}$  Develop people and teams to self-perpetuate continual motivation.  $\hat{a} \in \mathcal{C}$  Motivate innovative and creative thinking into their employees.

# **Course Overview:**

#### **Course Objectives**

- Study effective management of our thoughts, beliefs, focus and action.
- Consider how to build confidence, enthusiasm and courage.
- Explore methods of improving communication.
- Analyse the public face of the leader.
- Gain insights into their own strengths and weaknesses and leadership styles.
- Be able to understand the emotional makeup of their teams, colleagues and customers.
- Be able to harness their employees' emotional intelligence to release creativity in the workplace.
- Understand and practice key people skills to motivate towards excellence.

#### Training Methodology

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Highly interactive blend of informal lecture, group work discussion, exercises, case studies and videos. Any theory discussed will be grounded immediately in practical day to day work. Learning will be enhanced through active involvement in exercises followed by review. Opportunities for self-assessment will be provided and feedback on individual and group performance will be encouraged.

# **Organisational Impact**

- Improved communication throughout the organisation.
- Develop a new organisational culture 'Customer/ People Centric' Management style.
- Have more results focused people continuously and constantly.
- Highly motivate people at work.
- Create an innovative workforce.
- Become an organisation of leaders with an attitude for excellence achievement, commitment and passion.

#### **Personal Impact**

- Learn how to improve personal strengths and manage areas requiring attention.
- Improve communication and interpersonal and influencing skills.
- Enhance personal performance, credibility with colleagues and career success.
- Get motivated when and where you need.
- Understand employees and enhance their ability to motivate others in any given situation.
- Learn how to expand personal leadership and creativity skills to achieve full potential.
- Understand people and learn how to influence team, staff, managers and self.

# **Program Outline:**

#### Day 1: Self-Mastery, Reality and Responsibility

- 1. Understanding the emotional loop.
- 2. Gaining power and freedom by taking responsibility.
- 3. Utilising emotion to drive action.
- 4. Directing your focus.
- 5. Understanding visual, auditory and kinaesthetic sub modalities.

# Day 2: Vision and Integrity

- 1. Understanding how your values impact your purpose.
- 2. Designing your destiny with the power of vision.
- 3. Creating a powerful vision.

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- 4. Building self-confidence.
- 5. Harnessing the power of enthusiasm.

## **Day 3: Advanced Communication Skills**

- 1. Communicating with intention.
- 2. Breaking negative patterns.
- 3. Understanding the communication process.
- 4. Creating effective oral communication.
- 5. Understanding the relationship of verbal and nonverbal communication.

## Day 4: Leadership

- 1. Understanding the importance of emotional intelligence.
- 2. Moving to a new model of empowerment.
- 3. Interpreting institutional and interactive leadership.
- 4. Learning the 4 Es of leadership at GE: energy, excite, edge and execute.
- 5. Evaluating the leadership secrets of Jack Welch.

# Day 5: The Public Face of the Mature Leader

- 1. Making successful presentations.
- 2. Influencing through appeal to achievement of a vision.
- 3. Influencing through the utilisation of logic.
- 4. Running productive meetings.
- 5. Reviewing the course.