

3 in 1: Essential Skills for Modern Leaders



Focus on: **The Manager** **The Specialist** **Spotlight Programme** **Hands-on Skills**

Course Overview

Once upon a time, the workplace was comprised of Leaders, Managers and other Specialists in roles such as Coaching, Advising or Mentoring. Times have changed in a way that means that all these essential skills are required in one person – and that person is you! This 5-day programme allows you to access these skills and create a way to master them back in the workplace.

Specifically, you will learn to:

- Understand the difference between the key roles
- Incorporate different styles of leadership to match other's preferences and ways of working
- Utilise and practice critical planning tools when clarity and logic are called for
- Practice Coaching and delegation to inspire and uplift your team's options
- Choose from a buffet of techniques and ideas when back in the workplace

Course Objectives		This Course is Ideal For:	
1	Gain a working understanding of your leadership style and personal preferences	✓	All managers
2	Learn the secrets of planning & problem solving	✓	All supervisors
3	Use workplace Coaching to get people to express themselves and their ideas	✓	Anyone who has a leadership role
4	Identify and unpack critical leadership issues		
5	Understand how people differ and what to do about it		
6	Improve management skills such as motivation, feedback and change		

Course Content

Day	Theme	Coverage
1	What is management and what does it mean to be a manager	<ul style="list-style-type: none"> • Leadership, Management and Coaching – the roles outlined • Understanding the different roles • Why should anyone follow you? • Five levels of Management • How to understand and lead different people
2	The dos and don'ts of leadership	<ul style="list-style-type: none"> • The 2 Rules of Leadership • Situational Leadership – the key to flexibility • How to match your style to the occasion to maintain performance • Mastering Change through Leadership • The impact of Mental Models in navigating change

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3	Management skills and approaches, and the importance of planning	<ul style="list-style-type: none"> • Essential Management skills and approaches • Planning – using a Systematic Approach • Delegation • Feedback for performance • The power of Mindset
4	Coaching: what it is, how it works and why it is crucially important	<ul style="list-style-type: none"> • Coaching Masterclass • The Grow Model • The reluctant coachee • Coaching skills (Questioning, Listening, Observation) • Coaching practice (not role play!)
5	Bilateral expectations and how to master leadership	<ul style="list-style-type: none"> • What do people want from work and you? • Understanding motivation • Engagement • Autonomy, Mastery and Purpose • Course review

Course Assessment	Certification
<p>Participants will be assessed on:</p> <ul style="list-style-type: none"> Participation in sessions Completion of exercises & case studies Performance in assessments 	<p>Upon successful completion of the course, participants will receive a Certificate of Successful Completion, along with a Transcript of Marks showing the performance by grade in each element of assessment and overall.</p>

Course Instructor

The speaker is an independent Learning and Development Specialist with over 20 years' experience in Training, Facilitation, Speaking and Coaching. In addition to this he had 25 years of operational leadership experience in areas including IT, Finance, Audit, Supply Chain and HR.

The speaker has spent most of his working life with forward thinking blue-chip Organisations in the UK and Europe. He has worked for Multinationals including Google, Apple, Aramco, Johnson & Johnson, Deutsche Bank and Barclays, as well as SMEs in areas as diverse as Fintech, Health, Pharmaceuticals and Security. In the last 20 years he has worked in over 30 countries around the world and believes that exposure to so many different ages, nationalities and cultures has really helped his experience of people and how to help them develop, both in their jobs and in their personal lives.