Stepping into Leadership

A modular programme designed for frontline leaders wanting to create a climate for success whilst effectively influencing upward, downward and across the organisation.

This course is designed to equip new front-line leaders with the tools, techniques and knowledge that will provide a solid platform for developing their team, achieving results and managing objectives.

Stepping into the Leadership Arena requires a rapid transition to new levels of personal interaction and responsibility.

Fresh skills will need to be developed, new situations will be faced …and multiple relationships must be managed.

…are you ready?

Starting as a Leader
- Leadership vs. Management
- Establishing Credibility and Trust
- Understanding the immense power of true leadership

Understanding your personal style
- Identifying and understanding your natural range of leadership styles
- Personal leadership style analysis & modelling

Leading Teams
- Identifying the characteristics of an effective team and team leader
- Building 'team spirit' and loyalty
- Accelerating team performance
- Self-managed work teams

Personal Keys for Leadership Effectiveness
- 5 Keys for effective leadership
- Understanding what de-rails leaders
- Adapting your approach to the situation
- Maintaining healthy relationships

Your Impact on Organisational Climate
- How leadership affects productivity and employee satisfaction
- The six leadership styles - and how to use them
- Your natural leadership style - a self-evaluation exercise

Communication
- Understanding how – & why, each of us communicates differently
- Using the Languages of Logic and Emotion
- Communication skills for Leaders
- How to break the cycle of ineffective communication

Planning, Control and Proactivity
- Understanding how to control events before they control you
- Effective delegation
- Enlarging your sphere of influence on individual, team and cross-functional platforms

Navigating Organisational Politics
- Developing a support network
- Building effective strategic relationships
- Managing the political 'players'
- Aligning your corporate skills
- Working with an internal mentor

Managing Change
- Introducing achievable change
- The 8 stage change model
- Using others as change champions
- Making change stick

Giving Feedback
- Gaining a portable communication tool to provide structured and unambiguous feedback
- Using an effective feedback strategy to reinforce positive behaviour and change undesirable characteristics
- Holding the Right Conversations

Coaching and Mentoring
- Why should I coach?
- Recognise coaching opportunities
- Successful coaching techniques
- Developing your successor
- You don't have to be better at it than them!

Problem Solving
- Recognising & analysing problems
- Learning a leading approach to effecting workable solutions
- Practical application of Problem Solving theory

Motivating Your People
- Influence vs Persuasion
- Identifying levels of motivation
- Motivating individuals beyond their normal capabilities
- Gaining Discretionary Effort

Personal Action Plan
- Capturing key learning points
- Transferring learning into a meaningful action plan

Programme Length:
2 days