



Revolution

Learning and Development

Course Overview

Leadership Skills

Course Aims

To provide those who are new to a leadership or management position or aspiring to be in this position with an introduction to the skills required to manage and lead people effectively.

By the end of the course, delegates will:

- Know the difference between leadership and management and when to apply each function
- Understand the wide range of skills they will need to possess to be an effective leader and manager
- Know a range of leadership approaches and the situations each should be used in
- Be able to get the team to a high performing standard in a shorter period as possible
- Have built a clear development plan to develop the skills learnt in the workshop further.

Course Content

- What is leadership?
- The differences between Leadership and Management
- The key skills and characteristics of effective leaders and managers
- When to lead and when to manage
- Identifying a range of leadership approaches and when each should be used
- What can a leader do to get the best from the team
- How to develop yourself as a leader and develop the skills of others

Course Benefits

Delegates will be able to motivate the team to perform to a high standard, getting the balance right between quality and productivity. The leader can engage the team in the vision, build trust and competence and therefore spend time further developing the skills of the team, and not constantly fire fighting to solve problems within the team.

Who Should Attend?

Those who are new to a leadership/management/supervisory position or those who are aspiring to be a manager or leader in future.

Price

Open Workshop - £299 inc VAT per person. 1 day workshop including lunch and a delegate workbook.

Delivered to your organisation – Contact us to talk about your requirements and for a no obligation quote.

Session Breakdown

What is Leadership?

- Defining what is meant by leadership
- The differences between leadership and management

Leadership Skills

- What are the skills required to be an effective leader and manager?
- Exploring why these skills are needed

A simple approach to leadership

- Using a simple leadership model to understand how it's done
- Looking at a range of leadership approaches

Basic Leadership Skills

- Questioning and Listening
- Motivating and Inspiring the Team
- Assertiveness
- Influential Communication

Managing Performance

- Dealing with Under-Performance
- Setting SMART Goals and Objectives
- Effective Performance Management Discussions
- Performance and Development Planning

Decision Making and Problem Solving

- Pro-actively Identifying Problems
- Problem Solving Tools
- How to Make Effective Decisions

Skills Practice

- An opportunity to practice the skills

Course Information

This is a **one day** training event that Revolution Learning and Development deliver on an open basis at locations across the UK. We can also deliver this event at or in close proximity to your organisation if this is required.

If you chose to have us deliver this specifically for your organisation, we can make this more bespoke to your needs.

The cost of our open courses includes the learning materials, refreshments during the day and lunch.

To see prices and when and where we are next running this event or to book, visit our website www.revolutionlearning.net or call us on 03333 444 575.

Or, to discuss your individual needs, email contact@revolutionlearning.net or call us on the number above

Booking terms and conditions are available on our website.