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## LEADERSHIP TRAINING

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**COURSE LENGTH: 2.0 DAYS**

The PD Training Leadership Training course provides those currently in leadership positions, or those new to a leadership role, with the insight, awareness and techniques to lead more effectively. Great leaders set the pace for their team and have an impact on organisational culture and staff morale through their actions.

In this dynamic, 2-day professional development program, you'll learn crucial skills like creating and communicating a vision, using appropriate body language, giving formal and informal feedback, using the art of persuasion, creative problem solving and decision making, encouraging personal and professional growth and much more.

This dynamic training course is available now throughout New Zealand, including Auckland, Christchurch or Wellington.

Please click on the Public Class tab below to view our Leadership Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## LEADERSHIP TRAINING COURSE OUTLINE

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### FOREWORD

The PD Training Leadership Development Training Program has been highly praised by our business clients as the essential skills required to be a talented leader are presented in a format that is both informative and empowering at the same time.

Through patience, persistence and hard work, anyone can become a highly effective leader. The responsibility is on you to implement the strategies taught in this course and to identify and correct changes in certain behaviours which may be quite difficult. The skills required to be a great team player are not always the same skills required to effectively lead the team. This is why Executive Leadership Development is so highly sought after by most successful companies.

The primary role of a leader also requires a thorough understanding of the team's needs, aspirations and concerns, so it is important to have excellent listening and facilitation skills as well as highly developed abilities to coach and mentor others. This Leadership and Influencing Skills Training Program will teach you that effective leadership starts with a thorough understanding of oneself, which then allows you to support and lead others towards stated organisational goals.

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### OUTCOMES

#### Leadership Training - Day 1

- ▶ Be a leader with a vision, not just a manager
- ▶ Look beyond the leadership stereotypes
- ▶ Understand Situational Leadership
- ▶ Influence with passion and empower others to act
- ▶ Increase the performance of your team by setting objectives, expectations and goals

#### Leadership Training - Day 2

- ▶ Communicate with confidence and clarity so you are always understood
- ▶ Use creative problem solving & decision making methods
- ▶ Improve your influence by developing listening and questioning skills
- ▶ Give feedback to inspire greater performance with engagement and buy in
- ▶ Identify and manage conflict within the team
- ▶ Lead and motivate your team in a changing environment

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### MODULES

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### Lesson 1: Introduction

- ▶ The Course Explained
- ▶ Training Outcomes
- ▶ Discussion Items
- ▶ Action Items

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### Lesson 2: Leadership Defined

- ▶ The Definition of Leadership
- ▶ Leadership Characteristics
- ▶ Leadership Concepts
- ▶ A Brief History
- ▶ 3 Common Leadership Theories

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### Lesson 3: Approaching Leadership Concepts

- ▶ Which Style Fits Best?
- ▶ Evolving Your Approach
- ▶ 10 Proven Leadership Concepts

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### Lesson 4: The Situational Leader

- ▶ The Situational Leader: Conversations
- ▶ The Situational Leader: Coaching
- ▶ The Situational Leader: Involvement
- ▶ The Situational Leader: Delegation

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### Lesson 5: Your Individual Inventory

- ▶ Kouzes and Posner Theories
- ▶ Your Individual Inventory
- ▶ Planning for Success

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### Lesson 6: Being the Example

- ▶ Your Individual Role
- ▶ Role Modelling to Inspire
- ▶ Affecting the Actions of Others

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### Lesson 7: Sharing Inspirational Visions

- ▶ Documenting Your Vision
- ▶ Sharing Your Vision
- ▶ Understanding the Impact

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### Lesson 8: Be an Inspirational Innovator

- ▶ Thinking Outside the Square
- ▶ Finding Internal Innovation Skills
- ▶ Continuously Improving
- ▶ Champion Change Management

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### Lesson 9: Creating Successful Teams

- ▶ What Makes a Cohesive Team?
- ▶ Tuckman and Jensen's Four-Phase Theory

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### Lesson 10: Teamwork and Collaboration

- ▶ Required Activities to Incorporate
- ▶ Non-Productive Activities
- ▶ Activities Worth Consideration

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### Lesson 11: Empowering Others to Take Action

- ▶ Fostering Continuous Improvement
- ▶ Building Respect and Trust
- ▶ Trust is a Key Component

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### Lesson 12: Becoming an Empowered Leader

- ▶ Assertiveness Required
- ▶ Conflict Resolution Planning
- ▶ Getting "Buy In"
- ▶ Make a Decision

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### Lesson 13: Encouragement Tips

- ▶ Rewarding the Team
- ▶ Celebrate Achievements
- ▶ Encouraging Long-Term Reward Systems

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### Lesson 14: The Art of Influencing Others

- ▶ Persuasion is an Art
- ▶ Influence Explained
- ▶ Having a Real Effect on Others

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### Lesson 15: Communicate with Words

- ▶ Active Listening Skills
- ▶ Powerful Questioning Techniques
- ▶ Communication with Intention

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### Lesson 16: Communicate with Body Language

- ▶ Body Language Explained
- ▶ What is Your Body Saying?
- ▶ Learn Best Practice Articulation

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### Lesson 17: Being a Coach and Mentor

- ▶ What is Coach?
- ▶ What is Mentor?
- ▶ The G.R.O.W. Model Explained

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### Lesson 18: Giving Constructive Feedback

- ▶ What is a Feedback Sandwich?
- ▶ Delivering Constructive Assessments
- ▶ Managing Toward Positive Change

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### Lesson 19: Goal Setting for Success

- ▶ Goals in the GROW Model
- ▶ Where Should the Goals be Focused?
- ▶ SMART Goals Explained

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### Lesson 20: Creating Strategies for Success

- ▶ List Your Targets
- ▶ Four Perspectives to Consider
- ▶ Choosing the Best Perspective
- ▶ Setting Goal Milestones
- ▶ Set a Strategic Plan
- ▶ Supporting Elements

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### Lesson 21: Wrapping Up

- ▶ Words from the Wise
- ▶ Completion of Action Plans

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)
- ▶ [Public Classes - Enrol Now!](#)