

Leadership Skills

Target Student: This course is intended for a wide range of senior managers and supervisors who seek advanced training in organizational leadership.

Length: One Day

Summary: You will develop critical leadership skills so that you are able to step forward with confidence as a leader in your organization. You will develop practical, necessary skills such as managing your time well, communicating effectively, and delegating work to others. You will also learn what great leaders know: how to hire the right people, how to facilitate productive meetings and handle conflict among team members, and how to coach people to give their best job performance.

Course Objectives

Upon successful completion of this course, students will be able to:

- Learn to position yourself to lead.
- Learn to build a winning team.
- Learn to lead with confidence.

Course Content

POSITION YOURSELF TO LEAD

- Understand the Changing Role of Supervision
- Build Your Confidence and Self-Esteem
- Lead Organizational Change
- Manage Your Time
- Communicate Effectively

BUILD A WINNING TEAM

- Delegate to Succeed Through Others
- Coach to Improve Performance
- Conduct Valuable Performance Reviews
- Build a High-Performing Team
- Select and Hire Winners

LEAD WITH CONFIDENCE

- Facilitate Productive Meetings
 - Manage Conflict
 - Create a Motivating Environment
 - Establish Goals and Action Plans
 - Earn Followers in Your Leadership Role
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