



THE MANAGEMENT And Leadership Development

Course Introduction:

A management position requires the holder to perform a number of roles simultaneously: strategist, team builder, innovator, decision maker, mentor and leader. Success at a management level involves integrating the requirements of these roles with confidence and assurance. This uniquely designed course offers existing Supervisors, Team Leaders and professionals, and those being prepared for promotion to a senior level, the opportunity to develop the awareness, understanding, knowledge and skills which will enable them to maximize their performance and success in today's fast changing and demanding business environment.

- What are my leadership strengths and weaknesses?
- What can I do to mitigate the weaknesses?
- How can I improve my emotional intelligence?
- What can I do to lead my people more effectively?
- How can I develop a vision for my area of responsibility?
- What is strategy, and how do I plan for the future?
- Is there a proven process for planning and change?
- How do I ensure that I can implement what gets planned?

Course Objectives:

By the end of this course participants will be able to:

- Gain an honest and accurate awareness of Yourself
- Monitor and adapt your own emotions and behaviors for your benefit and that of your Team and Department
- Have a positive influence on the emotions and motivation of others Develop cohesive, emotionally intelligent teams
- Create an atmosphere that fosters emotional intelligence
- Adaptability in dealing with different personalities
- Understand and apply the psychology of leadership
- Study the design of visionary strategic plans
- Consider how to translate strategic plans into action plans
- Examine a model for organizational self assessment
- Provide insights into strategic planning problems to avoid
- Highlight examples of strategic success and failure
- Understand the nature of the organizational life cycle
- Provide insights into productive contingency planning

Who Should Attend?

Supervisors, Team Leaders and Professionals who want to create an emotionally healthy, productive workplace and organizational culture to enhance their effectiveness and their ability to form trusting relationships and manage their frustrations and those of others at work. The Management and Leadership Development Course will keep you current on recent, cutting edge developments in leadership theory and practice, and help you better collaborate and manage conflict. This seminar will also help Supervisors, Team Leaders and Professionals in all industries who are involved with the strategic planning process for their unit or the whole organization including budgeting, contingency planning, strategy design, implementation, leadership and monitoring.

Course Outline:

About the Course to Emotional Intelligence

- Understanding emotional intelligence and its components
- Significance of effective leadership
- Importance of perception
- Attitudes and behavior of leaders
- Consequences of low emotional intelligence to personal effectiveness
- Removing emotional blind spots

Psychology of Leadership

- Theories of leadership
- Importance of self concept
- Understanding personality styles
- Optimizing our personality strengths
- Adaptability in dealing with different personalities
- Task versus relationship oriented leadership

Apply Psychology in Leading in an Emotionally Intelligent Way

- Enhancing self awareness
- Empathy: Increase your level of social awareness
- Delegating tasks and responsibilities
- Influencing and inspiring people
- Identifying personality disorders
- Managing difficult behavior and poor performance

Building an Emotionally Intelligent Team based on Psychological Principles

- Importance of EQ to team effectiveness

- Motivating a high performance team
- Building unified teams
- EQ for building trusting relationships
- Conflict resolution for promoting consensus and collaboration
- Increase the EQ of your teams and entire organization

Communication for Successful Leadership

- Giving and receiving feedback
- Psychology of persuasion
- Creating an inspiring vision
- Solving people problems at work
- Non alienation for high leadership
- Developing leadership integrity

The strategic planning process

- Developing an understanding of strategy and strategic management
- Achieving competitive advantage by developing flexibility
- Intelligence gathering for SWOT analysis
- Formulating strategy and managing change

The strategic planning process

- Mission statement, preparing for the future
- Developing the right service and product portfolio
- Market analysis and contingency planning
- Transforming the organization; strategy implementation and monitoring

Assessing current state of the organization

- Assessing your organizational capability to implement your strategy
- Leadership and strategic planning with customer and market focus
- Measurement, analysis and knowledge management
- Human resources and process management for business results

Avoiding the pitfalls of strategic planning

- Identifying and overcoming the problems inherent in implementation
- Lack of vision, captured by the past or lured into complacency by success
- Inability to evaluate fresh ideas, denying the truth and thinking inside the box
- Strategic drift

Personal strategic planning

- Putting leadership in a strategic context
- Personal goal setting, creating a personal strategic plan
- Developing inspiration and gathering support
- Overcoming adversity by leveraging your skills and building on success

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session