

MANAGEMENT LEADERSHIP DEVELOPMENT

INTRODUCTION

What does it take to move your team and your organisation from average to excellent? What is the single ingredient which makes for success in any organisation. Leadership!

“Everything rises or falls on leadership.” And as we refine and improve our leadership abilities, we refine and improve the chances of success both for ourselves personally, and for any organisation we interact with.

This course is designed to take delegates on a journey of improvement, introducing them to the best that current leadership thinking has to offer, so that they can go back to their places of work, knowing what it takes to lead with confidence and strength.

WHO SHOULD ATTEND?

Any staff who find themselves in (or want to move to) a position of influence in their organisation would benefit from this course. More specifically, managers, supervisors, foremen and anyone in a position of leadership will enhance their working lives.

METHODOLOGY:

This course is interactive, allowing for active participation and sharing of experience during sessions. Lectures will focus on key aspects of leadership, as well as how to develop and exercise their “leadership muscles”. Case studies and role plays will facilitate experiential learning.

PRESENTER

Tim Napier

Tim Napier is a training and human resource development professional. Tim has worked for both local and international Project Management and engineering companies, and has conducted training in various traffic & transportation related subjects as well as management courses.

Tim currently provides training both directly to his own clients and on a contract-basis to various private and state educational institutions. He has trained extensively throughout Southern Africa and in the Middle East, conducting courses in Kuwait, the Emirates, Saudi Arabia and Syria.

Tim has a Bachelor of Commerce degree with Honours in Personnel Management, from the University of Natal in Durban, South Africa.

PROGRAM

DAY ONE

THE LEADER AND HIS SELF – 360° LEADERSHIP

- Understanding the Self
- Identifying obstacles to self-management
- Viewing the whole self – mind, soul, spirit, body
- Leading the self – the basic disciplines

THE LEADER AND HIS PRINCIPLES

- Characteristics of Principled Leaders
- Characteristics of ineffective leaders
- Key factors to effective leadership

DAY TWO

THE LEADER AND HIS STRESS

- What is stress and how to identify it
- How stressed am I?
- Identifying causes of stress
- Relaxation techniques
- Assertive Communication
- Active vs Defensive coping lifestyle
- Health & Fitness
- Positive Relationships

DAY THREE

THE LEADER AND HIS TIME

- Evaluating your Time Usage
- Improving Effectiveness
- Leading your Work-Flow – What not to Forget

THE LEADER & HIS PRIORITIES

- Listing, prioritising and accomplishing tasks
- Assessing the Status Quo
- A Simple System – out of your mind & onto paper
- The Five Stages of Mastering Workflow
- Models for Using Discretionary Time
- The Process for Doing a Project

DAY FOUR

THE LEADER AND HIS TEAM

- Lead People, Manage things
- The Phases of Team Development
- Motivating your Members
- Processing Conflict
- When to be Assertive and Aggressive

DAY FIVE

THE LEADER AND HIS PERSONALITY

- Appropriate Personality Traits
- Personality Under Pressure
- Personality and Emotions in the Leadership Environment
- Improve your Leadership Game