

# Leadership Training Programme- Two Days

## Target Audience

Business owners, senior managers, managers of business, supervisors and team leaders, aspiring entrepreneurs and leaders.

## Objectives of the workshop

Develop personal and business skills to improve self confidence and effectiveness in the workplace. In addition the programme will help you to develop the hybrid mixture of business and soft skills needed to run your own business, lead and manage teams successfully:

### DAY ONE

**•Improving self esteem** – understanding where you are in the leadership skills spectrum is essential for personal growth and the building of ones self esteem. If you are to lead others you must first have a clear and correct understanding of what leadership skills is all about as well as what it isn't. You must understand that there are skills that must be developed to lead others effectively so that you can achieve desired results for yourself or your team.

In this section of the module we will explore the definition of a leader and how that role differs from that of a manager. We will look at some of the characteristics of a good leader and discuss how leaders developed these unique characters that enable them to become effective in influencing others.

We will carry out a number of self diagnostic reviews, which will enable you to assess where you are on the leadership skills ladder, as well as and steps you must take to improve your personal development and personal growth.

We will explore your learning styles and barriers that may prevent you from learning, as well as share with you some steps to overcome challenges.

One thing that is certain, no one can instigate a change in their lives unless they first recognise their current position (i.e. where they are now vis a viz where they want to be), acknowledge a need for a change, inspire to act and start to change, take decisive action to acquire accurate knowledge and skills to effect the change they want to see in their lives and; apply the knowledge gained consistently and correctly until personal mastery is accomplished. It is only when this happens, that an individual begins to see significant improvement to their lives and start yielding the results they desire. In short, where self esteem is bruised, with the correct application of all these stages, one can easily move from an unhealthy self esteem to a healthy self esteem simply because they have addressed the issues that are blocking personal effectiveness.

- Identify limiting beliefs and their impact
- Visioning and developing a personal mission statement for an effective work/life balance
- Developing a sense of purpose
- Taking responsibility and using your initiative

## **DAY TWO**

- Team Profiling
- Coaching skills
- Improve confidence in selling
- Customer Service
- Understanding values and how they affect relationships – with teams, suppliers and partners
- Problem solving and how to make better decisions

## **BENEFITS**

### **DAY ONE:**

- Improved self-esteem
- Improved interpersonal skills
- Learned how to build a better work/life balance
- Identified limiting beliefs/habits that could be the barriers to your success
- Learned how to set SMART goals with clear step by step plan for achieving them

### **DAY TWO**

- Understand the Lifetime Value of the customer and build better relationships
- Learned staff /team members' values and how to motivate them
- Improved employee retention and loyalty
- Better decision making
- Increased confidence in selling ideas/products or services
- Improved team moral/productivity and motivation