Course ID	Course Title
LEAD2	**Leadership: Becoming an Effective, Confident Leader!**

Course Duration
2 days

Related Courses

- Leadership: Be the Leader Others Want to Follow! (LEAD, 1 day)
- Advanced Leadership Workshop: The Vision, the Strategy, and the Execution (LEAD3, 3 days)
- Step up to Supervision! (SUPERVISE, 1 day)
- Coaching for Superior Performance (COACH, 2 days)

Aimed At

If you are a manager, director, team leader, project manager, business owner or simply aspire to leadership in your field of endeavor, you will benefit from this dynamic course.

Group Size

7-25

Prerequisites

There are no formal prerequisites.

Course in a Nutshell

In this dynamic, highly interactive workshop, you will learn the structural context of leadership. Through role play, discussion, and lecture you will come to recognize the difference between managers and leaders, the four different directing styles, and how to knowledgably apply these styles to the followers you are managing and leading. Coaching, managing, and motivating teams can be challenging. This course will equip you with powerful, real-life strategies and tools that will help you lead effectively and empower both you and your team.

Customize It!

Customize this course at little-to-no additional cost to your specific needs:

- To get the most out of this workshop, take it with your entire leadership team to define the common challenges and explore how to work together as a team to meet those challenges.
- Tell us about any special issues faced by your team -- such as a merger or acquisition, cost reduction or consolidation, major project ramp-up, a period of rapid change or uncertainty, overwork, frustration, or attrition -- and we'll help you address your challenges by working your issues into this workshop.
- Schedule this workshop as a day a week for three weeks to allow time for introspection and application between sessions and to fit it more easily into your managers' busy calendars.

Learn How To
- Understand the difference between Managers and Leaders
- Implement four different Leadership Styles
- Classify your Followers
- Utilize Situational Leadership
- Develop a Vision and a Mission
- Establish Criteria for Effective Decision Making
- Work with Problem Resolution Techniques
- Build, motivate and coach teams
- Recognize what motivates your team members
- Identify and improve morale problems
- Develop ownership and loyalty

Course Outline
- Introduction to Course and Leadership
  - ° Welcome and introductions
  - ° Course objectives and road map
  - ° Discussion: Defining leadership

- Responsibilities of Leadership
  - ° Requirements of an effective leader
  - ° Leadership vs. management
  - ° Discussion and examples of leaders vs. managers

- Transitory Nature of Leadership
  - ° Leadership styles: Classes – relational and functional/styles - directing, selling, participating and delegating
  - ° Follower classifications: Committed novice, uncommitted expert, committed expert, uncommitted novice
  - ° Role play: Between leadership styles and follower classification
  - ° Situational leadership: Human resource, structure, symbolic and political

- Developing a Vision and a Mission
  - ° The need for clear vision
  - ° The role values play in determining vision and mission
  - ° Vision plan
  - ° Mission: Mission statement, goals, objectives and plans of an organization
  - ° Exercise: Write your own vision, values and mission

- Effective Decision Making
  - ° Establish criteria, risk analysis, rating criteria and cost factor
  - ° Problem identification and analysis
  - ° Problem resolution
  - ° Exercise: Sample problem and resolution process

- Team Building for Leaders

  ° Case study: Team building
  ° Responsibilities of a team leader
  ° Team building benefits: Accountability, ownership, authority, acceptance, collective approach to success and failure
  ° Team selection
  ° Team communication
  ° Motivating teams
  ° Coaching teams

- Motivation

  ° Discussion: Defining motivation
  ° Desires and needs: "What do people want?" Achievement, recognition, challenge, responsibility, growth and development.
  ° Role Play: Ascertaining what motivates individuals.
  ° Morale: Problems and improvement
  ° Building loyalty in teams

- Lead Successfully

  ° Putting it all together
  ° Action plan for leadership success
  ° Q & A, evaluations

How You Will Learn

- A seasoned instructor will present this course in "workshop" (lecture/practice) format.
- You will receive a printed Participant Handbook which will help you remember and retain what you learned in class and apply it on your job.
- Bonus materials: Use a course template to create a leadership plan that you can take back to work and use to improve your leadership presence, style, and technique.

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