

# Essentials of Leadership

## Introduction

Leadership is described as the ability to facilitate action and guide change. To lead is to do many things: as leaders we direct, supervise, encourage, motivate, inspire and co-ordinate, to name but a few.

A truly effective leader however also continues to develop their personal leadership skills over the course of their career, to ensure they continue to lead to the best of their ability.

## Objectives

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

- List the roles & responsibilities of an effective leader
- Explain the different leadership styles and ascertain their own style
- Describe the difference between managing and leading
- Describe the different motivational theories and styles available to them
- List the benefits of assertive behaviour over the alternatives
- State what conflict is and where it comes from and how to manage it
- Describe and state their own response to conflict under a variety of situations
- Detail the benefits of effective coaching and feedback
- Explain the GROW coaching model
- List the ways of giving effective feedback
- Demonstrate how to coach, mentor and assess their teams
- Explain why change is important and how to successfully implement change within their team
- Create a personal plan for their leadership development

## Content

A sample of what is covered includes:

- Difference between leadership and management
- Qualities and attributes of an effective leader
- Leadership theories and their application
- What is influence
- Are you using influence effectively?
- Personality and influence - profile questionnaire
- What motivates you and your team?
- Motivation theories
- What is conflict
- Causes of conflict
- Preventing conflict

- Aggressive / submissive / assertive behaviour
- Dealings with different types of behaviour
- Remaining Assertive
- What is coaching?
- GROW coaching model
- Running a coaching session
- Giving feedback
- What is delegation?
- When to delegate
- How to delegate
- Leading people through change - a key leadership responsibility
- How to ensure your team buy into change
- Personal action planning for return to workplace motivating and leading your team through change

