

## The Total Leader Effective Skills for Successful Management

Date	(\$)Fees
03 March -07 March 2024 Dubai	3200

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### Why Choose this Training Course?

This course has been specifically designed for developing and creating essential skills, for top quality, successful management. During these 5 days, participants will be given the opportunity to examine in detail their personal style of leadership management through a variety of models, tools and processes.

In today's fast-changing environment, moving into leadership at an executive level demands special skills. This Course, is designed, to equip leaders, and strengthen their leadership skills, and establish positive, healthy interpersonal relationships, through transformed behaviour empowerment, to be a dynamic, successful leaders.

#### This Course will feature:

- How to learn to use leadership as a strategic tool
- How to better understand yourself and everyone around you
- How to know how to motivate yourself and others
- How to learn to improve the ways in which you manage others, yourself, and your work environment.
- How to build a pro-active lifestyle to your existing leadership skills

### What are the Goals?

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

- Analyse 21<sup>st</sup> Century Management strategies
- Develop dynamic effective inter-personal communication skills
- Apply personal empowerment and team Motivation
- Practice & learn how to be pro-active in every situation
- Create an on-going action plan for success

### Who is this Training Course for?

This Course will greatly benefit individuals who have definite leadership potential, as well as developing and expanding those already in leadership positions.

**This Course is ideally suitable to a wide range of professionals, but will greatly benefit:**

- Individuals with identifiable leadership potential
- Staff personnel already being groomed through the leadership ranks
- Individuals who have, and are, in leadership management
- Those who are able to be empowered for top quality leadership management

## **How will this Training Course be Presented?**

This Course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes:

- A presentation in a highly inter-active manner, with a very impactful computer and visualised communication style
- Individual and group activities, interspersed throughout the sessions, along with appropriate case studies
- Video and role plays situations that will highlight the major teaching features

## **The Course Content**

### **Day One: The Leadership Challenge**

- Understanding the leadership challenge
- The significance of interpersonal relationships
- The strategy of leadership self-coaching
- The people factor significance
- The difference between Management and Leadership
- How to build a dynamic team

### **Day Two: Leadership Personal Empowerment**

- Understanding the power of the mind
- How to re-programme the subconscious mind
- How to deal with a low self-image and build self-confidence
- How to develop a creative and innovative mind
- Understand the impact of attitudinal leadership
- Practice the power of the Golden Rule

### **Day Three: Leadership Management**

- The performance management strategy
- Planning, organizing, and controlling
- Effective performance appraisal
- Creating an excellence culture
- The impact of strategic goal setting
- Customer service excellence

### **Day Four: Leadership Motivation**

- Why is motivation so important? What does it mean?
- How to motivate yourself and others?
- Discover what momentum motivation will do for you

- The major types of motivation
- Ways to stay motivated
- What it means to be pro-active in every area of your life

## **Day Five: Leadership Culture**

- How to build great relationships
- The power of self discipline
- How to create a proactive leadership
- The importance of appreciation
- Ten steps to vital decision making
- Developing a plan of action



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