

Leadership and Management - Masterclass

Cape Town (South Africa)

29 July - 2 August 2024

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Leadership and Management - Masterclass

Code: LM28 From: 29 July - 2 August 2024 City: Cape Town (South Africa) Fees: 3700 Pound

Introduction

This Seminar is a comprehensive development program that addresses the key skills, qualities, and attributes of both Leadership and Management. The seminar will cover all aspects of leadership and management with the main emphasis being on the human side of leading and managing people.

Objectives of Leadership and Management - Masterclass Course

- Learn the differences between management and leadership skills
- Learn how to be more confident and skilled in the demands required of their role
- Learn how to motivate, influence and communicate with varied individuals and teams
- Understand the key elements of authentic Leadership such as trust, vision, respect and interpersonal communication
- Develop enduring human relationships to benefit business performance
- Have the skills to organize, motivate and galvanize work teams to operate more effectively
- Gain varied Management and Leadership skills applicable within and outside the Organisation
- Get the confidence and expertise to interact with individuals and teams to create increased performance
- Devote to planning, effectiveness, and efficiencies as a direct result of applying the management skills
- Make an action plan for how and when to apply new interactive skills and knowledge for the benefit of self, work teams, and the Organisation
- Gain Knowledge of where future personal development may be advantageous to their current role and aspirations
- Bring improved knowledge, skills, and attitude back to the workplace
- Be adept at all aspects of Management and Leadership be able to apply these in the role immediately
- Understand the benefit and process of personal interaction and be able to use these new skills
- Have improved motivation, clarity and focus

Leadership and Management - Masterclass Course Outlines

Day 1

Managing Myself as a Leader

- Importance of perception
- Intrapersonal & interpersonal skills for the leader
- Your preferred behavioral style
- Understanding the Model for leadership
- Removing emotional blind-spots

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Leading a Team

- Dealing with others
- Understanding the stages of human development
- Optimizing the leader's natural strengths
- Understanding team processes
- Building effective teams

Day 2

Innovative Leadership

- Openness to innovative ideas
- Divergent thinking skills
- Removing blocks to creativity
- Understanding the creative process
- Metaphors and analogies for innovative thinking

Communication For Leaders

- The positive influence of listening
- Sharpening your listening skills
- Body language
- Inspiring and guiding others
- Handling stress appropriately

Day 3

Imparting Leadership Values

- Leading by example
- Resilience for sacrificial leadership
- Intentionality for self-motivation
- Interpersonal connections for persuasive leadership
- Integrity for accountable leadership

Strategic Orientation

- Strategic context: the external environment
- The new business reality
- Predictable trends in business
- Competitive forces
- Stakeholder analysis
- Strategic resources and constraints
- Creating a compelling strategic vision
- Creativity and change

Day 4

Managing Resources and Performance

- Aligning vision, aims and objectives
- Performance measurement

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- From measurement to improvement
- Coaching process to correct poor performance
- Coaching to challenge
- Self-coaching and the power to change
- Coaching and influencing upwards
- Risk and its management

Organizational Behaviour and Human Resources

- Organizational form
- Culture, climate, values, and norms
- Team and group dynamics
- Assigning responsibilities
- Deputize to free up time
- Fundamentals of human resource management
- Appraisal and reward
- Learning and development

Day 5

Key Management Competencies: Prioritisation, Time Management, and Delegation

- Balancing the important and the urgent
- Setting personal goals
- Creating time from nothing
- Batching and how it can win back time
- Income-producing activities
- Getting things done through other people
- Delegation and empowerment

Linking Management to Leadership: Influence, Motivation, and Trust

- Negotiation and persuasion: the pillars of influence
- The secret six in business negotiation
- The nature of motivation
- The trust bank account
- Ethics
- Personal leadership style
- Leadership in action: group exercise
- Balancing work and home life

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