

OUTLINE PROGRAMME

Leadership Skills

- 1 Understanding Good Communication
- 2 How do you identify a Leader?
 - a. Skills
 - b. Experience
 - c. Qualifications
 - d. Personality
- 3 Are you a Good Leader?
 - a. Power, authority and influence
 - b. Responsibility and accountability
 - c. The action centred leader
 - d. Delegation
 - e. Management
 - f. Team building skills
- 4 Leadership Styles
 - a. Supporting
 - b. Coaching
 - c. Delegating
 - d. Directing
- 5 Which is the Best Style?
- 6 Understanding the Use of Styles
- 7 Flexibility
- 8 Negotiating and Sharing
- 9 Contracting with Your Team
- 10 Motivating a Team
- 11 Resolving Problems
- 12 Target Settings
- 13 The Proactive Leader
- 14 The Reactive Leader
- 15 The Situational Leader
 - a. Goals
 - b. Praising
 - c. Reprimands
- 16 Developing Competence and Commitments
 - a. Telling your team
 - b. Showing your team
 - c. Training your team
 - d. Delegating
- 17 Matching Leadership Styles to Development
 - a. Diagnosing development
- 18 Building on Development
 - a. Meeting your teams aims and objectives
 - b. Meeting your aims and objectives
 - c. Developing potential
 - d. Peak performance
 - e. Performance problems



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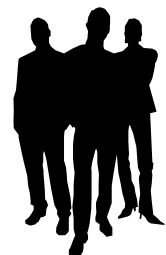
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