



LS 101: Leadership Skills Development Program

Leaders Don't Create Followers – They Create LEADERS

I) Overview:

As Stephen Covey puts it, “*leadership is a choice, not a position*”. In today’s uncertain business environment, every member of the organization must assume the qualities of leadership: the ability to adapt to change, take charge when necessary and accept responsibility for one’s actions and decisions. This course introduces participants to the various leadership skills, theories, and applications. It helps participants learn to identify where in management is leadership needed and how to sharpen their leadership skills to influence others to get things done *willingly*. It also helps trainees recognize the difference between a manager and a leader, and the value of each. Participants will come to appreciate the need and value of combining managerial skills with leadership competencies.

“LS 101: Leadership Skills Development Program” is a practical seminar designed by experts in Management, leadership that will prepare you to develop your employees to demonstrate greater initiative and accountability, while striving for continuous improvement.



II) Who should attend?

The seminar is designed for managers, directors, executives and business professionals looking to get colleagues at all levels of their organization to exert greater leadership. OD and HR professionals will gain particular benefit from topics covered in this seminar.

III) How you will benefit?

Develop and enhance the contributions you make to your organization by being able to:

- Grasp the issues of leadership in the new millennium
- Demonstrate greater competence and confidence as a leader
- Enhance your leadership skills
- Identify and understand different leadership styles
- Establish your personal self management system
- Articulate your leadership philosophy to others
- Increase the motivation and skill of your employees by creating a culture in which colleagues take initiative, accept responsibility and demonstrate accountability for their actions
- Build resilience in your organization by developing more people who can take charge in a crisis
- Prevent organizational collapse and lowered results during crises
- Heighten team effectiveness through self-management
- Prepare colleagues for promotion to positions of higher responsibility, thus contributing to succession planning
- Increase profitability through enhanced performance
- Create the environment that fosters leaders at all levels



IV) Course Outline:

A. Introduction: The Leadership Environment

1. Leadership in theory (Made not Born)

- Management versus Leadership
- Qualities of Leaders

B. Developing motivation and Commitment

1. Hierarchy of Needs

2. The relation between job satisfaction & performance.

3. Conditions that block Need Fulfillment

4. Employee Motivation

- Motivation as a process.
- Motivation needs.
- Content theories of motivation.
- Motivation Strategies
- How Type of Leadership affects Motivation

5. Employee commitment.

- Employee commitment strategy.
- Human Individuality

6. Influencing the Behavior System of Subordinates

- Intrinsic and Extrinsic Variables
- Core Job Characteristics
- Job Satisfaction

7. The importance & value of outcomes.

8. Expectancy.

9. Outcomes.

C. Building effective teams

1. Groups versus Teams

2. How People Work

3. Enhancing performance through team work.

4. Effective Team Work

- Delegation
- Stages in Team Life
- Degrees of Commitment
- Feedback to Subordinates
- Feedback from Subordinates

5. Team building techniques.

- Building interpersonal skills.
- Successful conflict resolution and management.
- Improving communication.
- Challenging unhelpful norms.
- Building cohesion.
- Improving decision –making.
- Better problem solving.
- Cultivating creativity.

6. Leadership & success factors of effective team working.



D. Managerial leadership

1. Leadership requirements and Skills
2. Conflict Resolution
3. Decision Making
4. Problem Solving
5. Creativity
6. Perfectionism
7. Professionalism



E. Leadership Behavior

1. Perception of leadership
2. The Meaning of Leadership.
3. The study of process.
4. Self Assessment and Leadership Motivation.
5. Personal factors associated with Leadership.
6. Leadership style.
7. Predicting Organizational effectiveness.
8. Path Goal theory of Leadership
9. How to make a more effective leader.
10. Situational Leadership.
11. Participative Leadership.
12. Satisfaction and productivity.
13. Dysfunctional Aspects of leadership.
14. Case studies and experimental exercises.

F. Relationship between Power and Knowledge

1. Competence
2. Power (Value)
3. Self-Control

V) Course Documentation and Help Templates:

The course will be enriched with real life examples of trainer, participants and case studies. Participants will receive comprehensive relevant course materials properly bound, together with soft copies on CD or DVD.

VI) Course Duration:

This seminar will be developed in 12hours extended over 2 days.

VII) Certification:

Participants will receive attendance certificates prepared and endorsed by GMTDC.

