

## BM-LEAS LEADERSHIP SKILLS



DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Business Introduction	Management & Soft Skills	VILT & ILT	NA

### INTRODUCTION

You will develop critical leadership skills so that you are able to step forward with confidence as a leader in your organization. You will develop practical, necessary skills such as managing your time well, communicating effectively, and delegating work to others. You will also learn what great leaders know: how to hire the right people, how to facilitate productive meetings and handle conflict among team members, and how to coach people to give their best job performance.

### AUDIENCE PROFILE

This course is intended for a wide range of senior managers and supervisors who seek advanced training in organizational leadership.

### PREREQUISITES

Supervisory -and/or Managerial experience is advantageous.

### COURSE OBJECTIVES

During this course you will learn to:

- Position yourself to lead.
- Build a winning team.
- Learn to lead with confidence.

### COURSE CONTENT

#### Lesson 1: Position Yourself to Lead

- Understand the Changing Role of Supervision.
- Build Your Confidence and Self-Esteem.
- Lead Organisational Change.
- Manage your Time.
- Communicate Effectively.

#### Lesson 2: Build a Winning Team

- Delegate to Succeed Through Others.
- Coach to Improve Performance.
- Conduct Valuable Performance Reviews.
- Build a High-Performing Team.
- Select and Hire Winners.

#### Lesson 3: Lead with Confidence

- Facilitate Productive Meetings.
- Manage Conflict.
- Create a Motivating Environment.
- Establish Goals and Action Plans.
- Earn Followers in Your Leadership Role.

### ASSOCIATED CERTIFICATIONS & EXAM

There is no exam associated with this course.