

## BM-LTPL LEARNING TO LEAD: AN ACTION PLAN FOR SUCCESS



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

### INTRODUCTION

Most managers would prefer to be known as excellent leaders rather than excellent managers. Upon completion of this course, you will understand the sources of leadership power, the primary ways to handle resistance to change, the difference between managers and leader/managers, whilst developing and communicating your vision.

### AUDIENCE PROFILE

This course is designed to cover critical business and professional development topics and will help you acquire and retain critical skills.

### PREREQUISITES

Supervisory -and/or Managerial experience is advantageous and recommended.

### COURSE OBJECTIVES

After completing this course, students will be able to:

- Explore the qualities that make good leaders.
- Explain the role of leadership power in getting work done through others
- Present the importance of developing a vision and following it through
- Provide tools for managing change effectively.
- Teach strategies for leading people to work together effectively as a team.

### COURSE CONTENT

#### Lesson 1: Exploring Your Leadership Potential

- Differentiating Leaders from Managers
- Assessing Your Readiness for Leadership
- Developing Your Personal Management Practices

#### Lesson 2: Being Your Personal Best

- Rethinking Leadership Traits
- Understanding and Using Leadership Power
- Wielding Role Power Judiciously
- Avoiding the Pitfalls of Role Power
- Defining Relationship Power
- Managing Your "Chip" Account
- Realizing the Power of Knowledge
- Communicating Confidence Through Non-Verbal Cues
- Projecting a Leadership Attitude

#### Lesson 3: Being a Visionary

- Knowing Where You Are Going
- Avoiding the Roadblocks in the Details
- Making Decisions According to Your Vision
- Communicating Your Vision
- Working with Stakeholders
- Creating Goals to Reach Your Vision

#### Lesson 4: Being a Change Agent

- Leading People Through Change
- Assessing Potential Organizational Change
- Understanding the Human Response to Change
- Recognizing Project vs. Cultural Change
- Managing Change Effectively
- Developing a Culture for Change and Learning
- Keeping Current with Continuous Learning

- Fostering Ongoing Improvement in the Workplace

#### Lesson 5: Being a Team Leader

- Bringing People Together into Teams
- Assessing Team Effectiveness
- Working Toward Common Goals
- Knitting Together Varied Responsibilities
- Developing the Human Side of Teams
- Turning Conflict into Team Cohesiveness
- Setting the Tone for Resolving Conflict Productively
- Describing vs. Evaluating Others' Behaviour
- Discerning Content Conflicts vs. Relationship Conflicts
- Refraining from Conflict in Writing
- Promoting Direct Communication Among Team Members
- Increasing Trust Within the Team

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**Lesson 6: Creating an Action Plan**

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| <ul style="list-style-type: none"><li>– Ranking Management and Leadership Practices</li><li>– Interpreting Your Scores</li></ul> | <ul style="list-style-type: none"><li>– Identifying Skills to Be Strengthened</li><li>– Setting Goals for Leadership Development</li></ul> | <ul style="list-style-type: none"><li>– Communicating Your Development Plan</li><li>– Drafting Your Leadership Self-Portrait in Six Months</li></ul> |
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### ASSOCIATED CERTIFICATIONS & EXAM

There is no exam associated with this course.