

Key

Leadership

Skills

Workbook



Key Leadership Skills Workshop

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Aims and Objectives

Workshop Agenda

Key Leadership Skills Workshop

Introduction

This workshop is a practical day covering essential issues relevant in today's constantly changing environment. The workshop is especially valuable to those who find themselves in a position where they are in charge of others, or recognise that they can only achieve through the co-operation and efforts of others both inside and outside of their teams.

Effective leadership is crucial for business success. This workshop will explore everyday leadership as a key ingredient in managing people and the role of managing everyday performance in others.

The Workshop will also address the issue of change, how people respond to it and how to manage it effectively.

Aims

To examine the role of a leader or manager in an organisation, the impact of personal style, achieving through others, delegating effectively, motivating people and coping with change.

This workshop is designed to build on participants' experience in their role as team leaders. It will review key issues faced and develop solutions for improving performance.

Objectives

By the end of the Workshop participants will:-

- ✚ Have reviewed how to manage people in a modern service organisation
- ✚ Recognise the importance of effective personal leadership
- ✚ Specify the skills required of a leader in an organisation
- ✚ Identify differing leadership/management styles and their uses
- ✚ Identify their style and the impact it has on others
- ✚ Describe ways of effectively managing others
- ✚ Recognise and plan to motivate the team members
- ✚ Develop ways to effectively manage performance
- ✚ Understand their role in managing and initiating change.

Key Leadership Skills Workshop

Introduction

Overview of aims and objectives of the Workshop.

Managing in modern organisations

The background against which we manage in a modern organisation.

The key issues identified and reviewed. Achieving results through others. Winning and retaining everyday motivation. Why leadership is of increasing importance. What leaders do to achieve results. Leadership style.

Time Management, prioritisation and delegation

Ways to manage your time effectively. The value of prioritising. How can you improve the 'systems'. Forward planning.

Managing Change Effectively

A brief review of techniques to stimulate ideas. Developing ideas with others. A systematic approach to solving problems. Tools in problem solving. Involving others. Reactions to change. How to manage change.

Managing Performance

Issues in managing the performance of individuals. Identifying performance. The difference between good, poor and underperformance. A chance to review performance issues and how to tackle them.

Review and action plan

Action Planning for return to work. Applying key points covered in this workshop in your everyday work.