LEADERSHIP & MANAGEMENT SKILLS

TRAINIT ACADEMY

COURSE TITLE

LEADERSHIP & MANAGEMENT SKILLS

COURSE DATE/ VENUE

19th - 23rd Oct 26'

Istanbul, Turkey

COURSE REFERENCE

LM001

COURSE DURATION

05 Days

DISCIPLINE

Leadership and Management

COURSE INTRODUCTION

- Would you like some help to improve leadership and management skills in the team? Do you sometimes see managers struggle to cope with certain aspects of their role? Now might be the perfect time to organise a training course for the team leaders and managers.

- The purpose of this training course would help your key staff to get the best performance from themselves and the rest of the team. This informative and inspiring two-day course is packed with new techniques and skills that will make your managers feel more confident, self-assured and motivated.

- Anyone who attends this very informative course, will gain new insights relating to:

- Goal achievement, accurate communication, proper prioritising, how to give constructive feedback and; how to inspire yourself and others.

- Do you think that you, or your colleagues, might benefit from such training? If yes, then please read the following details; confirm the quality of the course content, and then, get yourself involved in this popular two-day leadership and management training course.

COURSE OBJECTIVE

Upon successful completion of this course, the delegates will be able to:

- Recognize the difference between managing and leading.

- Develop their skills of managing and leading.

- Devise a strategy to help "manage" their boss.

- Discover a variety of communication styles to effectively cope with different situations.

- Study the art of motivating employees.

- Consider methods for conducting effective performance appraisals with their staff.

COURSE AUDIENCE

- Directors.
- C-Level Executives.
- Senior Management Professionals.
- Department Heads.
- Delivery Heads.
- Senior managers.
- Project supervisors.
- Project managers
- Project supervisors
- Change managers
- Change agents
- Anyone involved in Change Management

COURSE CONTENT

Session 1: Introduction to Leadership and Management

- Understanding the difference between leadership and management
- The role of leadership in organizational success

- Key attributes of effective leaders and managers

Session 2: Leadership Styles and Approaches

- Exploring different leadership styles: autocratic, democratic, laissez-faire, transformational, transactional
- Assessing personal leadership style and its impact on team dynamics
- Adapting leadership style to different situations and team members

Session 3: Communication Skills for Leaders

- Importance of effective communication in leadership
- Active listening techniques
- Assertive communication and conflict resolution

Session 4: Team Building and Motivation

- Strategies for building high-performing teams
- Understanding team dynamics and stages of team development
- Motivational theories and techniques to inspire and engage team members

Session 5: Decision Making and Problem Solving

- Rational decision-making models
- Problem-solving techniques and tools
- Evaluating risks and making informed decisions

COURSE CERTIFICATE

TRAINIT ACADEMY will award an internationally recognized certificate(s) for each delegate on completion of training.

COURSE FEES

£4,850 per Delegate. This rate includes participant's manual, Hand-Outs, lunch, coffee/tea on arrival, morning & afternoon of each day.

COURSE METHODOLOGY

The training course will be highly participatory and the course leader will present, guide and facilitate learning, using a range of methods including formal presentation, discussions, sector-specific case studies and exercises. Above all, the course leader will make extensive use of real-life case examples in which he has been personally involved.

You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Case studies & Practical Exercises
- 10% Role Play
- 10% Videos, Software or Simulators (as applicable) & General Discussions