



TM011: Effective Leadership





Training Description:

Facilitation skills that you can adopt in your organization to deliver endless results.

When you have completed this module you will be able to define the key concepts associated with leadership and you will be able to:

- Identify the main obstacles to effective leadership in the organization
- Understand the nature of leadership- both formal and lateral
- Understand a range of leadership skills
- Use the skills and processes presented techniques to improve the quality of leadership
- Explain the benefits of having effective leadership in the organization

Training Objectives:

By the end of this training, participants will be able to:

- ✓ Understand your role as manager and leader
- ✓ Establish clear objective and standards for performance for your team
- ✓ Managing your workload using effective prioritization and delegation techniques
- ✓ Maximizing your influencing skills
- ✓ Building an effective team
- ✓ Developing and leveraging the capabilities of team members

Training Designed for:

Managers, Supervisors and team leaders who are responsible for building and maintaining effective teams in the workplace.

Training Program:

FIVE DAYS:

- ❖ PRE-TEST
- ❖ **Lesson 1: Understanding Your Role**
 - Leader or manager?
 - Self- perception
 - Beyond the job description: finding out what your organization requires of you
 - Balancing conflicting stakeholder demands
 - Understanding the nature of change
 - A model for implementing change
- ❖ **Lesson 2: Personal Effectiveness, Time Management and Delegation**
 - Understanding yourself and your organizational environment
 - Outcome orientation
 - Setting personal and team objectives
 - Managing performance
 - Finding and using time effectively
 - A model for effective delegation





- ❖ **Lesson 3: Communication, Influence & Conflict Management**
 - Channels of Communication
 - Effective listening skills
 - Emotions and rapport
 - Persuasion and negotiation: the keys to personal influence
 - Managing conflict assertively
- ❖ **Lesson 4: Team Building, People Management and Motivation**
 - How high- performing teams work?
 - Identifying team roles
 - Teams in practice: teambuilding exercise
 - Motivation and reward
 - Building and sharing a vision
 - Different approaches to leadership
- ❖ **Course Conclusion**
- ❖ **POST TEST and Evaluation**

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request”.

Please note that the above topics can be amended as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

As per the course location - This rate includes participant’s manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.





Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 15:00	Last Session

For training registrations or in-house enquiries, please contact:

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Training & Career Development Department

