



TM276:

The Leadership Transition:

*Developing the Skills and Mindset of a
Powerful Leader*



Training Description:

This intensive training course is designed specifically to develop the participants that have been identified as having management and leadership potential as well as those that are transitioning into a higher leadership role. It provides practicing and potential leaders with in-depth understanding of skills, qualities and best practices required to become an effective leader. This training course focuses on the role and behaviours of leaders within organisations, developing their leadership skills and personal influence.

After attending this training course, participants will be more confident and empowered in their role as a leader. This will also give those who are transitioning into a leadership role – a clear framework for developing their skills as a leader and fulfilling their leadership potential.

This training course will highlight:

- Critical leadership transitions
- Making the step from peer to leader
- Building your presence as a leader
- Understanding of what it takes to lead others
- Key leadership behaviours that are in line with the organisation's core values

Training Objectives:

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

- ✓ Identify and clarify the behaviours and competences needed to be demonstrated to achieve the next step in a Leadership role
- ✓ Demonstrate the skills required to lead - particularly those related to leading people
- ✓ Understand the importance of developing effective working relationships as a Leader
- ✓ Develop their personal presentation skills; communication skills; networking and building relationships with stakeholders
- ✓ Demonstrate a greater self confidence in their ability to lead self, others and the organisation

Training Designed for:

This course is intended for anyone that hold leadership positions and who have been identified by their organisation as a key part of the company's leadership succession plan are encouraged to attend, Newly promoted leaders that have recently transitioned into a leadership role, Individuals identified as "High Potential" as well as Existing Managers and Leaders who are looking to take the step into a more strategic Leadership role.

Training Program:

DAY ONE:

- ❖ Pre-Test
- ❖ **Developing You as a Leader**
 - Effective leadership, adapting styles to meet the needs of those they will manage
 - Making the transition from peer to leader
 - Leadership behaviours
 - The skills and qualities of an effective leader



- Understanding, establishing and maintaining authority
- Business awareness, understanding the 'Bigger Picture'

DAY TWO:

❖ **Leading Others**

- Motivating the team and gaining commitment to objectives and targets, providing feedback and support
- Motivation from an organisation, leadership and individual perspective
- Setting SMART objectives and performance standards
- How to plan activities to meet organisational requirements
- Delegating, problem solving and decision making

DAY THREE:

❖ **Effective Working Relationships**

- Formal and informal working relationships
- Internal and external contacts and relationships
- Working with teams across the organisation
- Emotional Intelligence
- Building relationships with stakeholders
- How our behaviours impact on others and how to act positively to demonstrate trust and respect for individuals

DAY FOUR:

❖ **Developing Personal Presentation and Communication Skills**

- How to prepare, deliver and answer questions about a presentation
- Three keys to effective speaking:
 - Thorough preparation
 - Good delivery
 - Overcoming nervousness
- Skills of giving feedback to the team and management
- Communicating effectively with all stakeholders, internal and external to the organisation

DAY FIVE:

❖ **Building Confidence as a Leader**

- Recognise own personal strengths and weaknesses as a leader and learn from experience whilst planning personal development to improve own performance and leadership skills
- How to build resilience and manage stress
- Three Sources of Resilience – Model
- Building a strong support network
- Personal Development and Action Planning

❖ **Course Conclusion**

❖ **Final Examination 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.”

This training course is available upon request in English or Arabic. Content, location and duration can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course





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
- 30% Workshops & Work Presentations, Techniques
- 20% Based on Case Studies & Practical Exercises
- 20% Videos, 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.

Team Training Discount—If you're registering with a company colleague (or two or more) at the same time, you can save an additional 20%. (The 20% discount applies only to two or more participants taking the same course and does not apply to two participants taking separate courses.)

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 - 16:00	Last Session

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

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Training & Career Development Department

