



TM056: Collaborative Leadership Skills for Managers

Training Description:

Developing essential collaborative skills to build team commitment with collaborative leadership training to enhance team commitment and individual performance.

Why become a collaborative leader? Because it gives you the ability to break down silos, to create an energetic department and team that has better business results.

This five-day course will teach you the skills to be an adaptive manager, someone who can create clarity, vision and build mutual trust with your team and other departments. It will show you how to inspire optimal performance from team members and help bring out their strongest talents.

Training Objectives:

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

- ✓ Become more effective by enabling each team member to share ideas and generate solutions
- ✓ Remove roadblocks that prevent employees from doing their best work
- ✓ Enhance team creativity and involvement without expensive programs or initiatives
- ✓ Differentiate yourself and become more influential in your organization
- ✓ Help increase employee retention and engagement
- ✓ Develop a mindset that can increase your innovation skills and produce new ideas
- ✓ Provide greater opportunities for employees to own and implement their ideas
- ✓ Reduce performance issues by increasing employee involvement and leadership skills
- ✓ Customize your management style to encourage employees to find their own answers to business challenges
- ✓ Create a culture that fosters involvement from all employees and helps break down silos and isolationism
- ✓ Embrace social media to enhance discussions, obtain recommendations and information, and network and establish relevance
- ✓ Discover the benefits and virtues of over-communication
- ✓ Improve accountability by allowing your employees to have ownership of the results of their efforts
- ✓ Employ a collaborative process that is effective with all communication styles
- ✓ Set up a framework for collaboration

Training Designed for:

This course is intended for all those involved in business, managerial and other kinds of negotiations who wish to enhance their negotiation skills and make negotiation a more enjoyable, rewarding and effective part of their job as well as those who want and need to inspire greater involvement, innovation and business results from their direct reports, colleagues and stakeholders.

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.”

Contents 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 Program:

DAY ONE:

- ❖ Pre-Test
- ❖ Mastering the Principles of Collaboration
 - Forms of collaborations
 - How to handle the obstacles to collaboration
 - When to collaborate
 - Principles of successful collaboration
 - The collaboration paradox

DAY TWO:

- ❖ Becoming A Collaborative Leader
 - Key leadership styles
 - Best practice of collaborative leadership
 - Self- Assessment: Interpersonal Effectiveness Profile instrument: Identify your strengths and areas for growth

DAY THREE:

- ❖ Building Collaborative Teams and Process
 - Establish a collaboration charter
 - Create a culture of collaboration and a unified team
 - Assess colleagues on their collaboration skills
 - Foster the collaborative mindset
 - Guide your team through the stages of collaboration effectiveness
 - Create collaborative processes that get results
 - Generate trust of and buy-in to collaborating
 - Leverage collective intelligence to increase your level of effectiveness
 - Use collaborative process for problem-solving and idea generation

DAY FOUR:

- ❖ Enhancing Collaborative Communication
 - Develop key communication skills for effective collaboration
 - Use facilitation techniques to promote dialogue
 - Practice the language of collaboration
 - Use effective process to hold colleagues accountable
 - Know the nature of conflict and potential collaboration detailers
 - Use an effective process for collaborative conflict resolution
 - Self- Assessment: Dealing with Conflict instrument: Know your preferred style and how to turn conflict into collaboration

DAY FIVE:

- ❖ Using Collaborative Technology



- Application of social media in collaboration
- Practice uses of social media and technology to enhance collaboration
- ❖ Course Conclusion
- ❖ Post-Test and Evaluation

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, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

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

Training Fees:

TBA 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 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

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

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