Tel No:+97126654546 | Fax No:+97126654182 | Email: training@cmc-me.com | www.cmc-me.com



TM199:
Advanced Leadership & People Management Skills

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Training Description:

In today's dynamic and highly competitive business environment, organizations require leaders who can effectively inspire, engage, develop, and retain high-performing teams while driving operational excellence and strategic success. Advanced Leadership & People Management Skills is a comprehensive five-day program designed to equip current and aspiring leaders with the practical tools, techniques and strategies necessary to lead people effectively, manage workplace challenges and build a culture of accountability, innovation and continuous improvement.

This highly interactive training course focuses on advanced leadership competencies, emotional intelligence, communication excellence, coaching and mentoring, performance management, conflict resolution, employee engagement and change leadership. Participants will gain a deeper understanding of leadership styles, behavioral dynamics, team motivation and organizational culture while learning how to influence and inspire employees to achieve exceptional results.

Through practical exercises, leadership assessments, case studies, role plays, group discussions and action planning, participants will develop the confidence and capability to lead diverse teams, navigate organizational challenges and maximize workforce performance.

Training Objectives:

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

- ✓ Understand advanced leadership principles and modern leadership frameworks
- ✓ Develop a leadership mindset that promotes accountability, innovation and high performance
- ✓ Enhance emotional intelligence and interpersonal effectiveness
- ✓ Apply effective communication and influencing techniques
- ✓ Build trust, credibility and strong working relationships
- ✓ Improve team engagement, motivation and employee retention
- ✓ Conduct effective coaching, mentoring and employee development initiatives
- ✓ Manage performance through goal setting, feedback and performance reviews
- ✓ Resolve workplace conflicts and manage difficult conversations professionally
- ✓ Lead organizational change and transformation successfully
- ✓ Foster a positive organizational culture that encourages collaboration and continuous improvement
- ✓ Develop personal leadership action plans for sustained leadership effectiveness

Expected Outcomes:

- ✓ Lead teams with greater confidence and effectiveness
- ✓ Build strong employee engagement and commitment
- ✓ Communicate and influence stakeholders successfully
- ✓ Coach and develop employees for higher performance
- ✓ Manage workplace conflicts constructively
- ✓ Lead organizational change initiatives effectively
- ✓ Foster a culture of accountability, collaboration and innovation
- ✓ Drive sustainable organizational performance through effective people leadership

Training Designed for:

This training course is intended for Senior Managers, Department Managers, Team Leaders, Supervisors, Project Managers, Operations Managers, Functional Heads, HR Professionals, Business Unit Leaders, High-Potential Employees Preparing for Leadership Roles and Professionals Responsible for Managing Teams and Workforce Performance.

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:

LEADERSHIP EXCELLENCE AND SELF-MASTERY

- Module 1: Foundations of Advanced Leadership
  - Leadership versus management
  - Characteristics of highly effective leaders
  - Contemporary leadership models
  - Leadership challenges in modern organizations
  - Strategic leadership competencies
- Module 2: Developing Leadership Presence
  - Building executive presence
  - Establishing credibility and influence
  - Leading with confidence and authenticity
  - Personal leadership branding
- Module 3: Emotional Intelligence for Leaders
  - Understanding emotional intelligence (EQ)
  - Self-awareness and self-regulation
  - Managing emotions under pressure
  - Empathy and relationship management
- Module 4: Leadership Style Assessment
  - Leadership style analysis
  - Situational leadership applications
  - Adapting leadership approaches to different team members
  - Personal leadership development planning
- Exercise:
  - Leadership self-assessment and personal development roadmap

DAY TWO:

EFFECTIVE COMMUNICATION AND INFLUENCING SKILLS

- Module 1: Strategic Communication for Leaders

- Communication principles and barriers
- Verbal and non-verbal communication
- Communicating vision and direction
- Building trust through communication

❖ Module 2: Advanced Interpersonal Skills
- Active listening techniques
- Questioning and probing methods
- Understanding behavioral preferences
- Building productive relationships

❖ Module 3: Influencing Without Authority
- Principles of influence and persuasion
- Stakeholder management
- Negotiation skills for leaders
- Managing upward and across functions

❖ Module 4: Difficult Conversations
- Preparing for challenging discussions
- Delivering constructive feedback
- Addressing performance concerns
- Managing sensitive workplace issues

❖ Workshop:
- Role-play exercises on influencing and difficult conversations

DAY THREE:

HIGH-PERFORMANCE TEAM LEADERSHIP

❖ Module 1: Building High-Performing Teams
- Characteristics of successful teams
- Team development stages
- Creating team alignment and commitment
- Establishing accountability

❖ Module 2: Employee Motivation and Engagement
- Understanding employee motivation
- Intrinsic and extrinsic motivators
- Employee engagement strategies
- Recognition and reward systems

❖ Module 3: Delegation and Empowerment
- Principles of effective delegation
- Matching tasks to capabilities
- Empowering employees for success
- Monitoring without micromanaging

❖ Module 4: Managing Diverse and Multigenerational Teams
- Diversity and inclusion in the workplace
- Managing cultural differences
- Leading multigenerational workforces
- Leveraging team diversity for innovation

❖ Workshop:
- Team effectiveness assessment and improvement planning

DAY FOUR:

COACHING, PERFORMANCE MANAGEMENT AND CONFLICT RESOLUTION

- Module 1: Coaching and Mentoring for Success
  - Coaching versus mentoring
  - Coaching models and frameworks
  - Developing employee capabilities
  - Creating a coaching culture
- Module 2: Performance Management Excellence
  - Setting SMART performance objectives
  - Aligning individual and organizational goals
  - Key performance indicators (KPIs)
  - Monitoring performance effectively
- Module 3: Performance Feedback and Appraisals
  - Continuous feedback techniques
  - Conducting performance reviews
  - Addressing underperformance
  - Performance improvement planning
- Module 4: Conflict Management and Resolution
  - Sources of workplace conflict
  - Conflict resolution styles
  - Mediation and negotiation techniques
  - Managing workplace tensions professionally
- Workshop:
  - Coaching practice sessions and conflict resolution simulations

DAY FIVE:

CHANGE LEADERSHIP AND ORGANIZATIONAL SUCCESS

- Module 1: Leading Organizational Change
  - Understanding change management principles
  - The leader's role during transformation
  - Managing resistance to change
  - Building organizational resilience
- Module 2: Creating a Culture of Accountability
  - Establishing performance expectations
  - Driving ownership and responsibility
  - Accountability frameworks
  - Sustaining high-performance cultures
- Module 3: Strategic Workforce Leadership
  - Talent management strategies
  - Succession planning fundamentals
  - Developing future leaders
  - Employee retention and workforce sustainability
- Module 4: Leadership Action Planning
  - Reviewing key leadership competencies
  - Identifying leadership strengths and gaps
  - Developing individual leadership action plans

- Commitment to continuous leadership growth

❖ Final Workshop:
- Leadership case study presentation
- Individual action plan development
- Group discussion and lessons learned

❖ Course Conclusion
❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

The program utilizes:

- Interactive Lectures
- Leadership Assessments
- Case Studies
- Group Discussions
- Role Plays
- Coaching Simulations
- Team Exercises
- Leadership Reflection Activities
- Practical Workshops
- Real-Life Leadership Scenarios

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:

USD$ TBA - 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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