



NDK Changing, Training, Speaking

LEADERSHIP AND MANAGEMENT SKILLS

This one-day workshop can be readily tailored to suit the precise needs of managers and their organisations. It is aimed at first-time Managers and Supervisors and can be linked to national benchmarks e.g. NVQ's and ILM, or to internal management competences.

Many front line leaders have little or no management development training and have found themselves 'managing' as best they can without the underpinning knowledge and techniques to be truly effective in their leadership roles.

This course provides the essentials for leading a team of colleagues towards performance excellence, backed by sound management practices.

Aims -

- To provide delegates with basic leadership and management skills to increase confidence and efficiency in the management role.

Objectives -

- To understand the differences between leadership and management
- To establish the principle activities of a Manager
- To identify preferences in leadership styles
- To become familiar with concepts such as Action Centred Leadership
- To define personal strengths and areas where competence could be even better
- To be able to identify opportunities for personal growth and plan action!

Content -

- Personal learning objectives
- John Adair's Action Centred Leadership
- Tannenbaum and Schmidt's Leadership Continuum, McGregor's X and Y styles
- Peter Drucker – Plan, Organise, Motivate, Control and Review
- The Johari window
- Building and leading a team
- Modelling great leaders and managers
- Case studies
- Questions and answers
- Personal Action Planning

Workshop ethos and comfort factors ☺

- The session will start and finish on time with the appropriate comfort breaks.
- Delegates should wear comfortable casual attire.
- All delegates should come prepared to take part in the activities and be assured that their contribution will be valued.
- Refreshments will be provided.

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