



TM089: Leadership Development: *Self-awareness, Skills & Strategies*





Training Description:

The best leaders thoroughly understand themselves. Time and time again, research has shown that self-awareness and self-direction are two essential factors in leadership effectiveness. As leaders gain a better sense of themselves and a clearer plan to self-actualization, they also:

- Understand leadership in a brand-new way
- Discover the “inner” leader as a source of growth
- Tap into your amazing hidden personal power
- Take team development to new levels of achievement
- Learn to lead through excellent communication skills

Leaders with high self-awareness and emotional competence:

- Have the ability to understand and relate to people in the organization
- Avoid many of the difficult people and HR problems that plaques many organizations
- Possess skills that are now considered to have greater impact on organizational performance than traditional measures of intelligence such as IQ
- Promote increased employee cooperation, increased motivation, increased productivity, and increased profits

This course teaches the competencies that enable leaders to:

- Accelerate their career development
- Understand themselves and their potential more clearly
- Recognize their own emotions as well as the emotions of others
- Resolve conflict more effectively
- Improve their ability to communicate, influence and work with others

Training Objectives:

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

- ✓ View leadership from a new and higher-level perspective
- ✓ Discover and analyze your leadership style and tendencies
- ✓ Grow in personal power and effectiveness
- ✓ Discover and build upon your intrinsic leadership qualities
- ✓ Understand, develop and employ the emotional forces within you
- ✓ Develop the critical interpersonal skills essential for leading others

Training Designed for:

This course will greatly benefit all individuals who wish to improve their leadership skills and develop their personal power and effectiveness. This course is intended for Managers, Team leaders, Supervisors, Professionals, Technical Staff.

Training Program:

DAY ONE:

- ❖ PRE-TEST
- ❖ Introduction





❖ **Master Keys of Effective Leadership**

- The principles of leadership
- The mind of the leader
- The heart of the leader
- The practices of effective leaders
- The five roles leaders play
- Leadership self-assessment
- Re-balance your leadership style for optimal results

DAY TWO:

❖ **Towards Emotional Self-Awareness**

- Growing your personal power
- Achieving emotional excellence
- Self-leadership through inner mastery
- Success through a positive attitude
- Your time and your life
- Increasing personal productivity
- Direction through personal Integrity
- Designing a strategic plan for your life and career

DAY THREE:

❖ **Mastering People Skills**

- Understanding Interdependence
- Winning through effective communication
- The active listening model
- The four styles of communication
- Dealing with conflict constructively
- Using the principles of influence & persuasion
- Speaking and presenting skillfully
- The art of win-win negotiation

DAY FOUR:

❖ **Building and Leading Extraordinary Teams**

- How a high performing team differs from a traditional work group
- The three elements of high performance teams
- Understanding the four types of teams
- The stages of team development
- Team dynamics: How teams really work
- Understanding and optimizing team member styles
- Leading through trust
- Leading through change

DAY FIVE:

❖ **Performance Management**

- Igniting team creativity
- The art of practical coaching
- Conducting effective performance discussions
- Positive discipline through expectations





- Delegating and empowering the right way
 - The situation leadership model
 - How to analyze development needs
 - Using effective tools for managing performance
- ❖ 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

