

Course Description

Effective Leadership Techniques AMS244

Overview

This course takes a multi-dimensional look at the responsibilities that face managers every day. In today's business environment, the manager and his or her staff have a different relationship than ever before. The successful manager has to master the art of motivating, delegating, managing and prioritizing projects, people and daily activities. This course will address the pertinent issues facing today's managers and develop real world solutions based on real world issues. It will also illustrate an effective approach to implementing an action plan against field performance or development plans.



Learning Objectives

- Identify communication links by creating a road map for successful communications that can reach across organizational boundaries
- Establish your style of leadership by using effective communication skills
- Develop a team environment by build spirit, motivation, role modeling, and empathy
- Enhance work planning by using project management skills to plan and manage work
- Determine appropriate resource allocation and delegation skills to reap better results
- Build influencing skills by understanding persuasion and personal power and how they can help you become a better influencer
- Define prioritization matrices and tie them to decision making processes
- Identify creative problem solving strategies and think outside the box
- Establish skills to handle conflicts by managing difficult employees and situations proactively
- Identify “political management” techniques to help you navigate challenging interpersonal situations
- Become a change agent by helping employees deal with change

Format

This course is highly interactive and adaptive to participant's interests and needs. A lecture/discussion approach is used and is accompanied by hands-on exercises.

Duration

Two days

Who Should Attend

Managers and team members who wish to enhance their leadership skills and manage for results would benefit by taking this course. Participants should come to class ready to discuss real management situations and optimize their class time. Assignments may be given between sessions.