

Advanced Leadership Training Description

Managing Your Team's Aspirations

- How to set effective goals for your team
- How to prepare for brainstorming sessions
- How to help your team to generate ideas so you can benefit from everyone's inputs

Systematic Planning

- Why some managers are known to be too confusing or demanding? How can you avoid this?
- What is the *5-steps planning technique* and how can it be used for problem solving, brainstorming and general planning?
- How can you use business planning guidelines to improve your leadership?

Giving a Speech

- How can you improve your public speaking and presentation skills?
- How can these strategies benefit you when addressing your team?
- What strategies help you improve the opening of your public talks, whether addressing your team, your clients or your stakeholders?

Crisis Management

- What is a crisis?
- What types of crisis exist and what are the qualities of each type?
- What do you need to consider when handling a crisis?
- What areas do you need to consider when planning for crisis management?
- What is a contingency plan?
- What is risk management?
- What are your options when responding to risks and how can you incorporate these into your contingency plan?
- How does critical decision making relate to crisis management?

Managing People

- How can you improve your communication skills with your team by putting yourself in their position?
- What strategies help you gather more information about difficult cases, *before* expressing your dissatisfaction or saying something that you could regret afterwards?

Forgiving People

- What are the benefits of forgiving people?
- How to use forgiveness to empower your team
- What stops you from forgiving others?
- What are wrong attitudes toward forgiveness and how can you change them?
- How to use the *6-steps forgiveness sequence* when forgiving people?

Delegation Skills

- What are various levels of delegation and what can you delegate in each level?
- How to select a delegation level based on how much control you want to retain and how much time you want to save
- What strategies help you formulate your request when delegating a task to motivate the person?
- What strategies help you minimize disruption to other team members so you can manage your team effectively as a whole?

By the end of this course you will be able to:

- Understand your **team's aspirations** and **set goals** in a way to get them more committed and **motivated** to achieve these goals
- Systematically plan using the **5-steps planning technique** to improve your brainstorming and problem solving meetings
- Improve your **speech** and **public speaking** to **express your vision** more effectively to your team, clients and stakeholders
- Analyze risks, draw **contingency plans** to prepare for a **crisis** and manage it as it unfolds
- Improve your communication skills to **provide better feedback**, reduce misunderstandings and **help people grow** and become more productive
- Overcome your fears and discomfort in **forgiving people** and learn how to forgive using a **proven step-by-step technique**
- Delegate at the right level to the right people while **formulating your request** in a way that **motivates people** and get the most from them