

# Leadership and Team Development for Managerial Success

## INTRODUCTION

Leadership is a significant part of the answer to whatever challenges organizations may face. Being an effective leader involves much more than just getting things done. It involves getting the right things done by developing and managing motivated, high-performing teams. In this programme you will:

- Understand the five practices of the world's greatest leaders
- Create a clear and compelling vision of the future
- Become a leader who empowers your team and brings out their best
- Learn how to organize and manage your priorities so that big things control little things
- Recognize leadership qualities inside yourself

## WHO SHOULD ATTEND?

- Team leaders and other business professionals responsible for developing and leading high performance teams and who desire to enhance their empowering leadership and management skills

## PROGRAMME SUMMARY

- Recognize yourself as a leader
- Understand the practices of empowering leaders
- Commit to lead "from the balcony"
- Find balance among the 5 leadership roles
- Improve personal productivity and use of time
- Understand the fundamentals of teams and leadership within a team environment
- Learn the process for developing high performance teams
- Establish clear performance expectations for your team and develop the ability to confront poor performance
- Become a leader who empowers others

## PROGRAMME OUTLINE

### DAY 1

#### Principles of Leadership

- The importance of leadership in achieving long-term organizational success
- The five myths of leadership
- The difference between leadership and management
- The difference between controlling and empowering leadership styles

#### Practices of empowering leaders

- Empowering leaders have a driving passion to realize their vision
- Empowering leaders build and sustain trust with their followers
- Empowering leaders unleash the commitment and motivation of their followers
- Empowering leaders are social and organizational architects

- Empowering leaders act from positive beliefs about people and situations

## DAY 2

### The five leadership roles

- The three core elements of team effectiveness
- The five roles of leadership
- The appropriate balance among the five roles
- How to lead “from the balcony”
- How to use a set of diagnostic questions to lead “from the balcony”

### Leadership practices: A self assessment

- Understanding your strengths and weaknesses as a leader
- Assessing yourself in the five leadership roles
- Knowing how you are viewed by others in your organization
- Developing personal improvement plans

## DAY 3

### Personal productivity and self mastery

- How you currently use your time
- The barriers that keep you from managing your time more effectively
- The difference between the important and the urgent and how to schedule time for the time for the important
- To set professional goals to guide your use of time
- A systematic approach to managing daily events

### Fundamentals of high performance teams

- The definition of a High Performance team and how it differs from traditional work groups
- The three elements of High Performance teams
- Four types of teams
- The stages of team development

## DAY 4

### Developing high performance teams

- The team charter
- Managing the process
- Role and responsibilities
- Setting Goals and keeping score

### Performance expectations

- Learn to confront behaviour that fails to meet your expectations
- Understand the importance of discipline and conformity in building high performance
- Develop a set of non-negotiables for those whom you lead
- Practice the skill of harnessing harmful behavior
- Apply the skill to back-home situations

## DAY 5

### Empowering others for success

- The difference between commitment and compliance motivation
- How leadership changes to create commitment
- The four principles of empowerment
- The elements of empowerment
- A matrix for identifying what people need in order to be empowered
- A dialogue to transfer power to others
- A model of situational leadership