



corporate training options

Learning to Lead

Overview & Learning Outcomes

Upon successful completion of this course you should be able to:

- explore the qualities that make good leaders
- explain the role of leadership power in getting work done through others
- present the importance of developing a vision and following it through
- provide tools for managing change effectively
- teach strategies for leading people to work together effectively as a team

Prerequisites

There are no pre-requisites for this course.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

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Learning to Lead: Training Course Outline

Exploring Your Leadership Potential

Differentiating leaders from managers
Assessing your readiness for leadership
Developing your personal management practices

Being Your Personal Best

Rethinking leadership traits
Understanding and using leadership power
Wielding role power judiciously
Avoiding the pitfalls of role power
Defining relationship power
Managing your chip account
Realising the power of knowledge
Communicating confidence through non-verbal cues
Projecting a leadership attitude

Being a Visionary

Knowing where you are going
Avoiding the roadblocks in the details
Making decisions according to your vision
Communicating your vision
Working with stakeholders
Creating goals to reach your vision

Being a Change Agent

Leading people through change
Assessing potential organizational change
Understanding the human response to change

Recognising project vs. cultural change
Managing change effectively
Developing a culture for change and learning
Keeping current with continuous learning
Fostering ongoing improvement in your workplace

Being a Team Leader

Bringing people together into teams
Assessing team effectiveness
Working toward common goals
Knitting together varied responsibilities
Developing the human side of teams
Turning conflict into team cohesiveness
Setting the tone for resolving conflict productively
Describing vs. evaluating others' relationship conflicts
Refraining from conflict in writing
Promoting direct communication among team members
Increasing trust within the team

Creating an Action Plan

Ranking management and leadership practices
Interpreting your scores
Identifying skills to be strengthened
Setting goals for leadership development
Communicating your development plan
Drafting your leadership self-portrait in six months

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