



From Management to Leadership

Programme duration is 3 days and is offered in-house.

Outline

Module 1: Introduction. Why this programme? Expectations and daily challenges of delegates.

Management Functions - an overview

- Planning: setting objectives with your people
- Organizing: achieving results through your people
- Directing / leading: setting the example, developing people
- Coordinating: developing self-confidence in your people and team synergy
- Communicating: giving and receiving feedback, handling criticism
- Delegating: the seal of recognition, reflection and trust
- Controlling: measuring and evaluating work performance and results
- Decision making and problem solving: dealing with non-performers
- Motivating: rewarding and recognizing achievement

Module 2: Creating a culture of excellence.

- The nature of management versus leadership
- Understanding & motivating people - getting "inside their heads".
- Identifying personality styles
- Identifying management styles & techniques
- Identifying leadership styles & techniques

Conclusion: Application. Where to now? Creating and transferring vision. What do successful leaders do?

The workshop is practical and participative with examples and case studies taken from the actual work environment. The emphasis is not on theory, but the practical know-how to achieve results through the people who report to you. Videos are relevant and inspirational and the focus is on how each one can assume leadership by equipping their people and making them accountable rather than managing them.

Purpose & outcomes:

1. To equip delegates to apply management and leadership principles in their organization and to encourage them to plan, lead, organize, control, delegate, direct, motivate, communicate and make decisions confidently.
2. To inform and equip delegates on the application of management functions and how they relate to the processes of running a business.
3. To equip delegates with the practical hands-on skills required to work with and achieve results through other people.
4. To elevate managers to become leaders, to think and act like leaders by creating vision and a culture of excellence.
5. To practically learn what separates leaders from bosses and followers, and how you can make an influencing difference in your work environment.