

## LEADERSHIP TRAINING

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**COURSE LENGTH: 2.0 DAYS**

*Leaders are made, they are not born. They are made by hard effort, which is the price which all of us must pay to achieve any goal that is worthwhile. -Vince Lombardi*

Good leaders are individuals who are confident and passionate about any work they handle and do while inspiring others as well. Great leaders have effective leadership skills and are always prepared to face the several hurdles of today's business world. These leaders are not actually born leaders; they are made through hard effort of studying, attending seminars and training then applying what they have learned to their organizations.

PD Training offers Leadership training course to develop the leadership qualities in every individual. This course is not a one-size-fits all approach; our trainers will work with you to put forward customized training resources. This course helps participants to fulfill their potential through helpful leadership skills training in fields including decision-making, strategic planning, team building and a whole lot more. This course teaches useful insights that are proven to function effectively in a real work setting.

This dynamic training course is available now throughout Hong Kong, including Central.

This Leadership training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote.

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## LEADERSHIP TRAINING COURSE OUTLINE

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### FOREWORD

Leadership Development Training has a place of great importance in today's world as leaders are viewed as evolved rather than born. Leaders have been traditionally viewed as "mythological creatures", separate from the rest of humanity and empowered by some mysterious quality that smoothes their path towards inevitable success. However, the modern view is that through patience, persistence and hard work, therefore anyone can become a highly effective leader. The onus is on oneself to believe and make it happen. That is the reason Executive Leadership Training is so highly sought after by all successful companies.

Leadership development comes from within us, in the sense that deeply held values and principles provide the road map for the way we lead, and the way other people respond. Hence it is important that a Leader must first understand and then communicate one's own value systems to other people. It is always the Leader's personal value system that sustains them in their quest, whether they are a person of impeccable morals, or quite disreputable. Hence this is an integral part of management training as it is of critical importance to have self-awareness to lead and manage other people.

The role of a leader starts with a thorough understanding of the team's needs, aspirations and concerns, for which it is important to have excellent listening and facilitation skills.

This Leadership and Influencing Skills Training Program will teach you that effective leadership starts with a thorough understanding and congruence of the value systems of all parties.

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### OUTCOMES

#### Leadership Training - Day 1

- ▶ Understand the role of a leader, their traits, how are they different to a manager
- ▶ Look beyond the common leadership stereotypes
- ▶ Learn how your personality traits interact with your leadership styles
- ▶ Understand what Leading with Emotional Intelligence (EI) is and choosing the best approach
- ▶ Understand and Apply Situational Leadership
- ▶ Understand and apply the 5 practices of exemplary leadership
- ▶ Increase the performance of your team through developing team spirit

#### Leadership Training - Day 2

- ▶ Get the most out of your team by understanding the generational differences
- ▶ Influence with passion and empower others to act by using rapport building techniques
- ▶ Use creative problem-solving & decision-making methods
- ▶ Improve your coaching and mentoring skills
- ▶ Give feedback to inspire greater performance with engagement and buy-in
- ▶ Identify and apply strategies to manage underperforming members of the team

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### MODULES

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### Lesson 1: Getting Started

- ▶ Welcome
- ▶ Expectations
- ▶ Leading, Managing and Coaching
- ▶ Defining Leadership and Influence
- ▶ Characteristics of a Leader
- ▶ Core Leadership Theories
- ▶ Learning the Foundations of Leadership
- ▶ Reflection

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### Lesson 3: Leading with Emotional Intelligence

- ▶ Choosing the Best Leadership Approach
- ▶ Reflection

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### Lesson 5: Kouzes and Posner's Leadership Challenge Model

- ▶ An Introduction to Kouzes and Posner
- ▶ Model the way
- ▶ Inspire a Shared Vision
- ▶ Challenge the Process
- ▶ Enabling Others to Act
- ▶ The Importance of Trust
- ▶ Encouraging the Heart
- ▶ Reflection

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### Lesson 7: Understanding the Generations

- ▶ An Introduction to Generations
- ▶ Tips to Overcome Generational Differences
- ▶ Reflection

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### Lesson 9: Problem Solving and Decision Making

- ▶ Define the Terms
- ▶ Four Step Problem Solving Process
- ▶ Defining the Problem
- ▶ Reflection

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### Lesson 11: Feedback

- ▶ Four Key Areas
- ▶ Types of Feedback
- ▶ Feedback Delivery Tools
- ▶ Feedback Using the SBI model
- ▶ Seeking Feedback
- ▶ Bringing it all together
- ▶ Reflection

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### Lesson 2: Your Personality Style and Leadership

- ▶ LDP Review
- ▶ Personal Style Markers
- ▶ Leading Dimensions
- ▶ Reflection

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### Lesson 4: The Evolution of Leadership

- ▶ Situational Leadership
- ▶ Reflection

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### Lesson 6: Encouraging Teamwork

- ▶ The Five Dysfunctions of a Team
- ▶ How Successful Teams are Built to Last
- ▶ Reflection

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### Lesson 8: Influencing Skills

- ▶ The Art of Persuasion
- ▶ The Principles of Influence
- ▶ Influencing by Building Rapport
- ▶ Bridging the Gap
- ▶ Reflection

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### Lesson 10: Coaching and Mentoring

- ▶ Coaching
- ▶ Mentoring
- ▶ Introducing the G.R.O.W. Model
- ▶ Benefits of Setting Goals
- ▶ Setting SMART Goals
- ▶ Reflection

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### Lesson 12: Managing Performance

- ▶ Common Performance Issues
- ▶ How to Manage Underperformance
- ▶ The 'formal steps' checklist
- ▶ Underperformance Meeting Plan
- ▶ Reflection

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## Lesson 13: Reflections

▶ [Recommended Reading List](#)

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### WEB LINKS

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▶ [View this course online](#)

▶ [In-house Training Instant Quote](#)