



## EFFECTIVE LEADERSHIP

# Course Template

### Outcomes:

Participants will clearly understand their role as leaders/managers, given the organisation's vision, mission, strategies, and the environment within which it operates. They will know the behaviours needed to effectively lead change, foster a learning environment, and manage staff performance. They will appraise their own leadership through feedback from staff, self & exercises.

### Target Audience:

Lower to middle-level managers without previous leadership/management training (ideally 12-16 participants)

### Duration:

Two days

### Objectives:

On completion of the training, participants will be able to:

- understand their role as leader, given the organisation's vision/strategies
- evaluate their own leadership practices and learn from effective role models
- manage the people side of change effectively
- delegate appropriately, according to the skills, commitment and developmental needs of staff
- manage performance through performance planning, coaching & feedback
- foster a environment of learning and personal development.

### Key Content:

- The organisational vision/mission & strategies in a world of change
- The organisation's leadership requirements
- Leadership and management - similarities, differences and role models
- Your leadership/management practices: appraisal by self and others
- Leading and managing change
- Delegating effectively: a situational model
- Managing performance: performance planning, coaching, and review
- Managing unacceptable performance and recognising good performance
- Fostering a learning environment and taking personal responsibility

### Comments by Participants:

- *Much more useful than I expected*
- *Very practical*
- *All the sessions were valuable - refreshers; leadership practices model a new one for me - very useful and well integrated into activities*
- *People with many levels of expertise attended and I feel all benefited*
- *Flexibility was appreciated, when other topics were seen as an issue - it was helpful to address them there and then*
- *Enjoyed greatly. Narayan did an excellent job.*
- *Thanks for the excellent information - I hope many more gain these benefits*