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بروجاكس للتدريب والتطوير
Projacs Training and Development

Managing and Directing, Vision, Leadership and Change

القيادة والتوجيه والرؤية والتغيير

25 Nov – 06 Dec 2019

Barcelona / Spain

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



Introduction

Week one:

Introduction

A strategic leader must develop sensing networks, expand the target audience, gather and broaden the power base, alert the organization that change is coming, actively manage the planning and execution processes by linking every day-to-day action to the vision for change, continually communicate the vision for change to key internal and external constituencies, know about and plan for overcoming resistance, and be prepared for unexpected but necessary mid-course corrections.

What type of change is needed? The answer depends on the nature of changes in the environment, how well strategic leaders have scanned the environment and anticipated the need for change, and the nature of the organization itself

The course objectives:

- Be a leader with a vision, not just a manager
- Look beyond the leadership stereotypes
- Understand Situational Leadership
- Influence with passion and empower others to act
- Communicate with confidence and clarity so you are always understood
- Use creative problem solving & decision making methods
- Improve your influence by developing listening and questioning skills
- Give feedback to inspire greater performance with engagement and buy in
- Identify and manage conflict within the team
- Lead and motivate your team in a changing environment
- Learn about effective change management strategies
- Understand and recognize individual motivators for change and how to use them
- Recognize that everybody's personal change journey will be different
- Develop a change management & communications plan
- Gain skills required to lead a change project, celebrating a successful change and sharing the benefits and results with all staff
- Master strategies to align people with change, appealing to emotions & fact
- Understand the importance of resiliency in the context of change
- Learn to foster resiliency throughout a change project
- Understand the importance of flexibility and how to foster this strategy throughout a change project

Week two:

Introduction:

With a host of new challenges and responsibilities to tackle; Managers need training like never before. Learning how to manage employees on a trial and error basis can lead to discouragement. This five-day workshop will help you teach participants how to overcome many of the problems a Manager may encounter, and how to direct their team properly into the achievement of goals.

Objectives:

At the end of the workshop the participants are able to:

- Clarify the scope and nature of a managerial position.
- Learn some ways to deal with the challenges of the role.
- Recognize the responsibilities you have as a Manager, to yourself, your team, and your organization.
- Learn key techniques to help you plan and prioritize effectively.
- Acquire a basic understanding of leadership, team building, communication, and motivation, and what part they play in effective supervision.
- Develop strategies for motivating your team, giving feedback, and resolving conflict.

Who Should Attend?

Managers, Supervisors and Team Leaders, as well as newly promoted Senior Staff and those being prepared for promotion into a supervisory role.

Course Outline

Week one

Leadership Defined

- The Definition of Leadership
- Leadership Characteristics
- Leadership Concepts
- A Brief History
- 3 Common Leadership Theories

Approaching Leadership Concepts

- Which Style Fits Best?
- Evolving Your Approach
- 10 Proven Leadership Concepts

The Situational Leader

- The Situational Leader: Conversations
- The Situational Leader: Coaching
- The Situational Leader: Involvement
- The Situational Leader: Delegation

Your Individual Inventory

- Kouzes and Posner Theories
- Your Individual Inventory
- Planning for Success

Sharing Inspirational Visions

- Documenting Your Vision
- Sharing Your Vision
- Understanding the Impact

Be an Inspirational Innovator

- Thinking Outside the Square
- Finding Internal Innovation Skills
- Continuously Improving
- Champion Change Management

Empowering Others to Take Action

- Fostering Continuous Improvement
- Building Respect and Trust
- Trust is a Key Component

Becoming an Empowered Leader

- Assertiveness Required
- Conflict Resolution Planning
- Getting "Buy In"
- Make a Decision

The Art of Influencing Others

- Persuasion is an Art
- Influence Explained
- Having a Real Effect on Others

Communicate with Words

- Active Listening Skills
- Powerful Questioning Techniques
- Communication with Intention

Communicate with Body Language

- Body Language Explained
- What is Your Body Saying?
- Learn Best Practice Articulation

Giving Constructive Feedback

- What is a Feedback Sandwich?
- Delivering Constructive Assessments
- Managing Toward Positive Change

Goal Setting for Success

- Goals in the GROW Model
- Where Should the Goals be Focused?
- SMART Goals Explained

Week two;

Course Outline:

Day 1:

Introduction and Course Overview

Adjusting to Your Role

A Manager's Responsibilities

Setting Goals

Making Plans

Day 2:

Leadership

The Situational Leadership Model

Problem Employees

Synergy

Day 3:

Trust

Team Development

Communication

The Communication Process

Day 4:

Motivation

Orientation

Training

Providing Feedback

Day 5:

Delegation

Dealing with Conflict

Discipline

Workshop Wrap-Up

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, and case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- Technical Session 08.30-10.00 am
- Coffee Break 10.00-10.15 am
- Technical Session 10.15-12.15 noon
- Coffee Break 12.15-12.45 pm
- Technical Session 12.45-02.30 pm
- Course Ends 02.30 pm

Course Fees*

- **7,500USD**
**VAT is Excluded If Applicable*