

Managerial Leadership

Duration: 1 day

Overview:

The New Horizons Managerial Leadership Program teaches participants about organisational leadership and its role in guiding the organisation toward vision fulfilment. Participants will learn how to define an organisation's vision, draft a vision statement and communicate it, set goals that are aligned with an organisation's vision, and discuss the importance of planning changes before implementing them. Program activities also cover providing employees for organisational changes, motivating employees through change, solving problems encountered during change, and helping employees deal with grief and stress during changes. Participants will also learn how leaders can help employees learn their roles in organisations, align their goals with those of the organisation, and help prevent employee apathy. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure participant success.

Target Audience:

This course is perfect for anyone who is in a middle leadership or management position within an organisation or those about to be promoted to such a position.

At Course Completion:

Participants will leave the course with a certificate of attendance and an individualised action plan to help support next steps on return to the workplace. More importantly you will have developed skills and knowledge to:

- Define the vision of an organisation and relate goals to the vision
- Communicate the vision and gain support for it
- Strengthen employee roles and align employee priorities and evaluate employee performance
- Overcome employee apathy and motivate employees
- Identify the phases of the change process
- Communicate change effectively
- Guide and motivate employees through change; prepare them for difficulty
- Overcome change resistance and avoid conflict
- Respond to distress and reduce stress
- Succeed through failure and handle mistakes

Lesson 1: Leading with a vision

- Role of leadership
- Understanding differences between a leader and a manager
- Identifying a leader
- Vision
- Defining a vision
- Analysing a situation
- Writing a vision statement
- Goals
- Setting goals

Lesson 2: Making vision a reality

- Communicate and support vision
- Communicating effectively
- Gaining support and empowering employees
- Implement vision
- Implementing vision

Lesson 3: Defining employee roles and priorities

- Employee roles
- Understanding roles of a leader
- Understanding role of an employee
- Empowering an employee
- Employee priorities
- Aligning employee priorities
- Evaluating employees performance
- Providing feedback to employees

Lesson 4: Employing motivational strategies

- Employee motivation
- Understanding guidelines
- Employee apathy
- Identifying hindrances

Lesson 5: Planning for change

- Change process
- Understanding the Awareness phase
- Understanding the Achievement phase
- Communication
- Informing employees
- Communicating change
- Understanding benefits of change

Lesson 6: Motivating employees through change

- Motivate employees through change
- Acting as a role model
- Understanding guidelines to motivate employees through change
- Solving problems during change
- Resistance and conflict
- Resolving conflict

Lesson 7: Coping through a change process

- Effects of change
- Understanding workplace changes
- Identifying the sources of stress
- Failures and mistakes
- Dealing with mistakes