



# LEADERSHIP ENHANCEMENT

## Course Outline

### Course overview and duration

Very often, promotion or changes in work situation cause people to find themselves in positions of leadership and management to which they are unaccustomed and for which they are completely unprepared. Although the skills sets required for getting other people to do their jobs well are completely different from doing your own job well, training for this crucial transition is often neglected. This lack of training can disadvantage for people that are attempting to adapt to new roles of leading and managing others. This is a two-day course.

### Who will benefit from this course?

This course is suitable for people that are relatively new to positions of leadership or management. It will particularly benefit those that have not been given any training in how to manage people, and who are feeling ill-prepared for their new leadership responsibilities. By the end of this course you will be able to:

- Understand how your personal leadership style impacts upon others.
- Address specific leadership skills.
- Build openness within your team.
- Develop an action plan you can use back your workplace.

### What you will learn:

- Examining people's beliefs about work.
- Leadership versus management.
- The LEADER model and acronym.
- Liberating leadership explained.
- How to delegate effectively.
- McGregor's theory of X and Y style management.
- Developing people and teams.
- Building strong relationships.
- Ten values of excellent teams.
- Developing motivation.
- Ethics at work.
- Feedback and coaching.
- The GROW model.
- Action plans.

All delegates will leave the training with a personalised action plan.

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