

## LEADERSHIP AND TEAMS

# Leadership Development for Professionals

Leadership skills for people who lead teams, or soon will. Over 11 weeks your team works on self-awareness, communication, conflict, change, ethics, inclusion, and truth and reconciliation, and each person finishes with a personal leadership plan.

| LENGTH          | SESSIONS  | FORMAT                                  | PRICE                                                             |
|-----------------|-----------|-----------------------------------------|-------------------------------------------------------------------|
| <b>11 weeks</b> | <b>33</b> | <b>Live online or at your workplace</b> | <b>Ask for a quote</b><br>Priced for your group size and location |

## What your team will learn

- Understand your own leadership style, strengths and emotional intelligence
- Lead people through change with ethics, inclusion and reconciliation in mind
- Communicate, negotiate and handle conflict with confidence as a leader
- Build a personal leadership plan with a clear vision and goals

## Week by week

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| WEEK<br><b>1</b> | <b>What leadership is</b><br>Session 1 <b>Leadership theories</b><br>An overview of the main ideas about what makes a leader, and how they have developed.<br>Session 2 <b>Leading and managing</b><br>Where leadership and management differ, and why a good leader needs both.<br>Session 3 <b>Personal leadership assessments</b><br>Each person assesses their own leadership, to see where they stand at the start.                                                           |
| WEEK<br><b>2</b> | <b>Self-awareness and emotional intelligence</b><br>Session 4 <b>Understanding emotional intelligence</b><br>What emotional intelligence is, and how it shapes the way a leader works with people.<br>Session 5 <b>Self-awareness exercises</b><br>Practical exercises to help each person see their own habits, reactions and blind spots.<br>Session 6 <b>Emotional intelligence in leadership</b><br>Ways to grow emotional intelligence and put it to use when leading others. |

## WEEK

3

**Leadership styles and strategies**

- Session 7 **Transformational and transactional leadership**  
Two contrasting styles: leading through shared vision, and leading through clear rewards and expectations.
- Session 8 **Situational leadership**  
Adjusting how you lead to fit the person and the task in front of you.
- Session 9 **Adaptive leadership**  
Leading well when problems are new and there is no ready-made answer.

## WEEK

4

**Communication skills for leaders**

- Session 10 **Communicating clearly**  
Techniques that help a leader's message land the way it was meant.
- Session 11 **Active listening**  
Giving people your full attention, so they feel heard and you understand them.
- Session 12 **Public speaking and presentations**  
Speaking to a group with confidence, and presenting ideas so people follow them.

## WEEK

5

**Conflict resolution and negotiation**

- Session 13 **Managing conflict**  
Strategies for dealing with conflict on a team before it does lasting damage.
- Session 14 **Negotiation techniques**  
Practical ways to negotiate toward an agreement that both sides can accept.
- Session 15 **Role-play scenarios**  
Practising conflict and negotiation skills in realistic role-plays.

## WEEK

6

**Team leadership and collaboration**

- Session 16 **Building high-performance teams**  
What strong teams have in common, and how a leader helps build one.
- Session 17 **How groups behave**  
How people behave in groups, and how that shapes the way a team works together.
- Session 18 **Delegation**  
Handing off work and decisions well, and giving people the room to own them.

## WEEK

7

**Leading change**

- Session 19 **Change management models**  
Models for planning change and guiding people through it across an organization.
- Session 20 **Overcoming resistance**  
Why people push back on change, and how to bring them along.
- Session 21 **Leading innovation**  
Encouraging new ideas and leading the larger changes that follow from them.

## WEEK

8

**Ethical leadership and corporate responsibility**Session 22 **Ethics in leadership**

The part ethics plays in a leader's decisions and in the trust people place in them.

Session 23 **Corporate social responsibility**

An organization's responsibilities beyond its own walls, and how leaders act on them.

Session 24 **Ethical dilemmas**

Case studies of hard ethical choices, worked through as a group.

## WEEK

9

**Diversity and inclusion in leadership**Session 25 **Why diversity and inclusion matter**

The value diversity and inclusion bring to a team and an organization.

Session 26 **Inclusive leadership**

Practical strategies for leading in a way that includes everyone on the team.

Session 27 **Bias and equity**

Recognizing and addressing bias, and promoting fairness in how people are treated.

## WEEK

10

**Truth and reconciliation in leadership**Session 28 **Understanding truth and reconciliation**

What truth and reconciliation means, and why it matters for leaders.

Session 29 **The leader's role in reconciliation**

The part leaders play in supporting reconciliation efforts.

Session 30 **Putting the principles to work**

Applying the principles of truth and reconciliation in day-to-day leadership.

## WEEK

11

**Your personal leadership plan**Session 31 **Vision and goals**

Setting out a personal vision for your leadership, and the goals that support it.

Session 32 **Personal SWOT analysis**

Taking stock of your strengths, weaknesses, opportunities and threats as a leader.

Session 33 **Writing the plan**

Pulling it all together into a leadership development plan to follow after the course.

## How the sessions work

**Case studies**

Real-world cases, including ethical dilemmas, to test ideas against actual situations.

**Self-assessments**

Leadership assessments, self-awareness exercises and a personal SWOT analysis.

**Role-plays**

Practise handling conflict and negotiating in realistic scenarios.

**Leadership development plan**

Each person leaves with a written plan, with a vision and goals of their own.

## Who it's for

- Managers and supervisors who lead teams day to day
- Professionals stepping into their first leadership role
- Organizations building leaders who can guide change and inclusion

### Book this course for your team

At your workplace or online. We'll send a written quote and dates that suit your team.

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