

## Newly Appointed Manager

1 - 2 day workshop

### ‘The Key to Successful Leadership is Influence’

<b>Scenario</b>	Look at any successful company today. One of the key factors you will find is strong leadership. Even in today’s less hierarchical organisations, good leadership is a vital ingredient for achievement and success. What has changed in recent times however, is the concept of what leadership is and the qualities needed to be an effective manager.									
<b>Audience and Benefits</b>	Newly appointed managers, project managers, team leaders - anyone responsible for a team, individual or an area of work where they are required to inspire, encourage and challenge to improve performance and manage the tasks before them.									
<b>Objectives</b>	<p>By the end of this workshop you will be better able to:</p> <ul style="list-style-type: none"> <li>▪ Understand what it means to become a manager</li> <li>▪ Adopt the qualities of a successful leader</li> <li>▪ Identify your own leadership style and use it in the most effective way</li> <li>▪ Communicate a shared vision to set direction and inspire those around you</li> <li>▪ Influence and persuade others to enhance commitment to action</li> <li>▪ Encourage and motivate positively</li> </ul>									
<b>Content</b>	<table border="0"> <tr> <td data-bbox="102 1176 351 1366"> <p><b>Becoming a manager</b></p> <ul style="list-style-type: none"> <li>▪ What it means to be a manager</li> <li>▪ How it is different to being a team member</li> <li>▪ How to develop a mind-set of a manager</li> <li>▪ Key roles and responsibilities</li> </ul> </td> <td data-bbox="351 1176 790 1366"></td> <td data-bbox="805 1176 1476 1444"> <p><b>Inspirational Leadership</b></p> <ul style="list-style-type: none"> <li>▪ Leading the team by example- your words and your actions</li> <li>▪ Recognising and enhancing your communication style</li> <li>▪ Building the vision and sharing it to gain commitment</li> <li>▪ Setting goals that match the organisational strategy and direction</li> <li>▪ Knowing how to create collaboration and participation</li> </ul> </td> </tr> <tr> <td data-bbox="102 1388 351 1691"> <p><b>The Qualities of the Successful Leader</b></p> <ul style="list-style-type: none"> <li>▪ Exploring leadership issues - traditional vs. modern leadership styles</li> <li>▪ Recognising leaders you admire and learning from their winning ways</li> <li>▪ Drawing out the key differences between the leader and the manager</li> <li>▪ Identifying the key skills and qualities of the effective leader</li> </ul> </td> <td data-bbox="351 1388 790 1691"></td> <td data-bbox="805 1456 1476 1657"> <p><b>Leading and Developing People</b></p> <ul style="list-style-type: none"> <li>▪ Recognising the importance of motivation</li> <li>▪ Delegating for high performance</li> <li>▪ Networking to build collaboration</li> <li>▪ Handling difficult situations with confidence to achieve constructive outcomes</li> </ul> </td> </tr> <tr> <td data-bbox="102 1702 351 1848"></td> <td data-bbox="351 1702 790 1848"></td> <td data-bbox="805 1668 1476 1848"> <p><b>Key Exercises &amp; Theory</b></p> <ul style="list-style-type: none"> <li>▪ John Adair Task Centred Approach</li> <li>▪ Kouzes &amp; Posner Leadership Styles &amp; behaviours</li> <li>▪ Maslow’s Motivation Hierarchy</li> <li>▪ Tuckman Team Stages</li> </ul> </td> </tr> </table>	<p><b>Becoming a manager</b></p> <ul style="list-style-type: none"> <li>▪ What it means to be a manager</li> <li>▪ How it is different to being a team member</li> <li>▪ How to develop a mind-set of a manager</li> <li>▪ Key roles and responsibilities</li> </ul>		<p><b>Inspirational Leadership</b></p> <ul style="list-style-type: none"> <li>▪ Leading the team by example- your words and your actions</li> <li>▪ Recognising and enhancing your communication style</li> <li>▪ Building the vision and sharing it to gain commitment</li> <li>▪ Setting goals that match the organisational strategy and direction</li> <li>▪ Knowing how to create collaboration and participation</li> </ul>	<p><b>The Qualities of the Successful Leader</b></p> <ul style="list-style-type: none"> <li>▪ Exploring leadership issues - traditional vs. modern leadership styles</li> <li>▪ Recognising leaders you admire and learning from their winning ways</li> <li>▪ Drawing out the key differences between the leader and the manager</li> <li>▪ Identifying the key skills and qualities of the effective leader</li> </ul>		<p><b>Leading and Developing People</b></p> <ul style="list-style-type: none"> <li>▪ Recognising the importance of motivation</li> <li>▪ Delegating for high performance</li> <li>▪ Networking to build collaboration</li> <li>▪ Handling difficult situations with confidence to achieve constructive outcomes</li> </ul>			<p><b>Key Exercises &amp; Theory</b></p> <ul style="list-style-type: none"> <li>▪ John Adair Task Centred Approach</li> <li>▪ Kouzes &amp; Posner Leadership Styles &amp; behaviours</li> <li>▪ Maslow’s Motivation Hierarchy</li> <li>▪ Tuckman Team Stages</li> </ul>
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<b>Activities</b>	Through exercises, discussion and inventories you are given the opportunity to recognise and understand your own leadership style. Action planning for future success and integrating principles into practical application. Blended learning recommendations.									

