

Inspirational Leadership

2-day workshop

‘Knowing How to Lead, Manage and Engage Teams’

Scenario

The role of the supervisor and line manager is a fundamentally important and challenging one in the modern workplace. Managers are both accountable and responsible for achieving the outcomes and results demanded by the organisation, its customers and stakeholders.

The role requires an on-going commitment from the manager to manage and lead their team effectively, to complete relevant tasks and to motivate, support and develop the team and its individuals so that they deliver a consistently high performance. Managers require excellent communication skills, learning to engage and involve others in the ‘best possible way’ to ensure all achieve their respective goals. The professional manager balances these requirements and leads the team to achieve both effective results and successful performance.

Audience and Benefits

For developing and experienced managers wanting to refresh their knowledge and skills. Returning to the workplace they can directly apply proven techniques to improve their people management skills.

Objectives

By the end of this workshop you will be better able to:

- Identify when to lead, when to manage and when to coach
- Delegate effectively
- Describe the main motivational factors in a work context and how these may apply to different situations, teams and individuals
- Explain the importance of the team having a common sense of purpose that supports the overall vision and strategy of the organisation

Content

The Art of Effective Leadership

- Core competencies of management
- The impact of your “style”
- Devising a clear vision and mission
- Styles of management and leadership
- Key leadership skills

Key Exercises & Theory

- Kouzes & Posner Leadership Styles and Behaviours
- SMART(ER) objective setting
- Ken Blanchard’s Situational Leadership & Motivation Matrix
- John Adair’s Task Centred Approach
- Tuckman Team Stages
- Maslow’s Motivation Hierarchy

Motivating to Achieve Results

- Developing people to excel in their roles
- Using the four stages of delegation to meet individual needs
- Motivating and empowering individuals and teams

Organise - Plan, Do and Review

- Plan, do, review and create a plan for action
- Setting SMART objectives for yourself and your team to meet goals

Communication Within a Team

- Engaging with team members
- Develop working relationships
- Stages of Team Formation
- The importance of open communication
- Confronting difficult situations

Activities or Features

Through discussions, reflection and interactive scenarios, participants will explore and practise the appraisal process. Group skills practise, including a video, to apply and develop the effective appraisal skills. Action planning for future success and integrating principles into practical application.
