

# Leadership and Management

Course: **00171**

Filter: **Beginner**

Duration: **3 days**

Category:: **Leadership**

Price: **1073,00 €**

## About Course

The competitive business environment means that companies are increasingly looking for managers capable of to meet global performance challenges. In this course, you will acquire the skills needed to manage effectively manage a team to achieve the company's objectives

## What you'll learn

- Know your personality profile and leadership style
- Integrate your roles and missions as a local manager
- Adapting management and communication skills to motivate employees
- Managing activity and developing the team at individual and team level
- Defining priorities and managing time more effectively
- Developing key managerial skills

## Targeted audience

- Executives or team leaders wishing to strengthen their managerial identity, improve their management style and their role in developing skills and autonomy

## Pre-requisites

- Some knowledge of management is recommended for this course

## Curriculum

### Module 1: KNOWING YOUR PERSONALITY AND LEADERSHIP

- Understanding your personality profile
- Determining your personality profile
- Assessing your self-esteem and self-confidence
- Identifying leadership styles to better understand and position yourself
- What makes a leader?
- What's the difference between a leader and a manager?
- Identify the 4 main leadership styles and find your dominant style
- Analysing your own leadership style and optimising it according to the situation, the people involved and the objective
- How does the power of leadership influence work?
- Distinguishing between power, might and authority
- Identifying your own potential for influence
- Increase your ability to pay attention and observe yourself and others
- Understanding the impact of power on different leadership styles

### Module 2: MANAGING A PERFORMING TEAM

- Successfully positioning yourself in the management function
- Clarifying the dimensions of the managerial function and types of management
- Identify your roles, missions and responsibilities as a line manager
- Adapting your management style to situations, employees and yourself
- Workshops: brainstorming, situational management, want-to-know matrix
- Directing action and steering team activity
- Defining a path, setting objectives and giving meaning to action
- Case studies: setting objectives and defining an action plan
- Managing efforts and results to drive progress
- Preparing and leading effective and motivating group activities
- Case studies: preparing and leading a briefing and information meeting
- Improving time management and organisation
- Clarifying the notion of importance and urgency when dealing with different tasks

- Analyse your relationship with time and your pace to quantify and plan your activities
- Recognising and managing time distracters, respecting and enforcing priorities
- Framing time traps and thieves, real added value, knowing how to say no, anticipating and delegating

### **Module 3: TEAM MOTIVATION AND MOBILASTION**

- Communicating effectively to motivate employees
- Distinguishing the drivers of motivation and engagement
- Take into account each person's frame of reference and differences in perception
- Identifying communication patterns, registers and filters (feedback)
- Participative meetings, flash meetings, communication registers
- Using participative and collaborative group facilitation techniques
- Developing your colleagues face-to-face
- Building a dynamic of individual interviews throughout the year (follow-up, annual, professional, etc.)
- Preparing and conducting interviews to gradually develop your employees
- Structuring an interview, constructive dialogue, active listening, empathy and questioning techniques
- Reflecting on and engaging employees in their skills and behaviours (valuing, fine-tuning, reframing and follow-up personal action plan)
- Setting up motivating delegations to give responsibility and develop autonomy