



*Training Course:  
Achieving Leadership For Excellence*

*6 - 10 May 2024  
Geneva (Switzerland)*

## Training Course: Achieving Leadership For Excellence

Training Course code: LS1131 From: 6 - 10 May 2024 Venue: Geneva (Switzerland) - Training Course Fees: 5250 € Euro

### Introduction

This seminar focuses on the leader's role in developing and motivating excellent teams. Rather than trying to define one "right" way to lead, it will introduce a range of complementary approaches that delegates will have the opportunity to practice, combine and adapt to suit their personal preferences and organizational needs.

By exploring the leadership role from a number of different perspectives, the seminar allows delegates to experiment with innovative ways to empower and enthuse their team and influence positively their organizational climate and culture. The benefits to the organization will be leaders better able to focus on organizational goals and better equipped to develop their team towards sustainable performance improvement.

In this course we will cover:

- Fundamentals of high-performance teams
- Giving and receiving effective feedback
- Group dynamics and team decision making
- Power tools of leadership
- Performance management
- Leadership strategies

### Course Objectives of Achieving Leadership Excellence

- Study effective team operations
- Analyze effective communications strategies
- Understand how to give and receive effective feedback
- Consider tools for motivating and delegating
- Explore leadership styles
- Examine the construction of a learning environment

### Training Methodology

Achieving Leadership Excellence consists of ten modules containing lecture content, skill assessments, participative discussions, video presentations and delegate exercises in order to create high impact training. The program is designed to be dynamic and highly interactive as well as educational. The primary focus is to provide delegates with concepts and methods which they can put to immediate use in the workplace.

### Organizational Impact of Achieving Leadership Excellence

- Higher levels of team performance
- Improved communications
- Higher quality team decision making
- More effective leadership strategies
- Constructive utilization of delegation

- Higher levels of organizational motivation

## Personal Impact of Achieving Leadership Excellence

- Heightened team player skills
- Elevated communication skills
- Sharpened influencing skills
- Improved utilization of leadership styles
- Increased effectiveness in managing performance
- Greater levels of personal productivity

## Course Outlines of Achieving Leadership Excellence

Building Personal Leadership Skills :  
Creating Stronger Relationships for a Stronger Organisation

### Day 1: The Empowering Tools of Leadership: Motivating and Delegating

- Identifying the important factors in motivation
- Appreciating how different theories of motivation can be applied to the work setting
- Tailor motivational efforts to individual employees and different situation
- Identify the benefits and the barriers to delegation
- Identify the different delegation styles and understand the guidelines for on how and when to use them
- Evaluate employees and situations and determine the appropriate delegation style
- The difference between doing, leading, and managing

### Day 2: The Attributes and Characteristics of Successful leadership

- Characteristics of highly effective leaders
- The difference between traditional and transformational leadership
- Using a flexible effective leadership styles
- Understanding a leadership mindset
- Effective leadership and emotional intelligence
- Practicing effective decision making
- How to build an effective, proactive team

### Day 3: Coaching for Top Quality Performance

- Performance Appraisals to Performance Management - manager's self-evaluation
- Managerial barriers to Effective Performance Appraisals
- How to assess an employee's performance fairly - avoiding subjectivity and bias
- The benefits of on-going Performance Management
- Leadership/coaching behavior assessment
- Your leadership/coaching style - strengths and gaps
- Using performance management as a leadership strategy

### Day 4: How to Become an Environmental Change Agent

- Defining a learning environment and its benefits
- Senge's five learning disciplines
- Personal mastery - learning to expand our personal capacity to create the results we most desire

- Mental models - seeing how our internal pictures of the world shape our actions
- Shared vision - building a sense of commitment in a group
- Team learning - creating a thinking synergistic environment
- Systems thinking - a language for describing the forces that shape the behavior of systems

#### Day 5: Building Effective Communication Skills

- Identifying the importance of effective interpersonal communication for the leadership role
- Building trust and believability: behaviors vs. intentions
- Perception and communicating with others
- Self-concept and leadership success - strategies for improving self-concept
- Delivering clear, concise messages

## Registration form on the Training Course: Achieving Leadership For Excellence

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.