



*Training Course:
Leadership & Management Skills*

*9 - 13 December 2024
Geneva (Switzerland)*

Training Course: Leadership & Management Skills

Training Course code: LS235437 From: 9 - 13 December 2024 Venue: Geneva (Switzerland) - Training Course Fees: 5250 € Euro

Introduction

In today's fast-paced and ever-evolving business landscape, effective leadership and management are crucial for the success of any organization. This 5-day training program is designed to equip participants with the essential skills and knowledge required to lead and manage teams effectively. Through a combination of theoretical insights and practical exercises, attendees will gain a deeper understanding of leadership and management principles, enhance their communication and team-building capabilities, and develop strategic thinking and planning skills. This program aims to foster a culture of continuous improvement and personal development, empowering participants to drive positive change within their organizations.

Objectives

- Enhance Understanding of Leadership and Management:
 1. Distinguish between leadership and management roles.
 2. Identify various leadership styles and their impact on team dynamics.
 3. Understand the core functions of effective management.
- Improve Communication and Team-Building Skills:
 1. Master verbal, non-verbal, and written communication techniques.
 2. Build and lead high-performing teams through effective collaboration and trust.
 3. Develop conflict resolution strategies and decision-making skills.
- Develop Strategic Thinking and Planning Abilities:
 1. Foster a strategic mindset for analyzing internal and external environments.
 2. Craft clear and compelling vision and mission statements.
 3. Utilize strategic planning tools and frameworks to set and achieve organizational goals.
- Motivate and Develop Team Members:
 1. Apply motivation theories to enhance employee engagement and performance.
 2. Implement effective coaching and mentoring practices.

3. Conduct performance appraisals and provide constructive feedback.
- Promote Personal Development and Work-Life Balance:
 1. Conduct self-assessments to identify strengths and areas for improvement.
 2. Develop time management and productivity techniques.
 3. Implement stress management strategies to maintain a healthy work-life balance.

Target Audience

This training program is ideal for:

- **New and Aspiring Leaders:** Individuals who are new to leadership roles or aspiring to take on leadership positions within their organizations.
- **Middle Managers:** Managers looking to enhance their leadership and management skills to effectively lead their teams and drive organizational success.
- **Senior Leaders:** Experienced leaders seeking to refresh and update their knowledge of leadership and management practices.
- **HR Professionals:** Human resources professionals responsible for developing and implementing leadership and management training programs within their organizations.
- **Anyone Interested in Leadership and Management:** Individuals from any field or industry who wish to improve their leadership and management capabilities for personal or professional growth.

Training Program Outline

Day 1: Understanding Leadership and Management

- Welcome and Objectives Overview
- Key Differences Between Leadership and Management
 - Definitions and core functions
 - Case studies and examples
- Leadership Styles and Their Impact

- Autocratic, democratic, transformational, transactional, etc.
- Self-assessment: Identify your style
- Effective Management Practices
 - Planning, organizing, leading, and controlling
- Role of Emotional Intelligence in Leadership
 - Self-awareness, self-regulation, motivation, empathy, and social skills

Day 2: Communication and Team Building

- Importance of Effective Communication
 - Verbal, non-verbal, and written communication
 - Active listening and feedback
- Building and Leading High-Performing Teams
 - Team roles and dynamics
 - Techniques for fostering collaboration and trust
- Conflict Resolution Strategies
 - Identifying sources of conflict
 - Techniques for managing and resolving conflicts
- Decision-Making and Problem-Solving Skills
 - Decision-making models and tools
 - Creative problem-solving techniques

Day 3: Strategic Thinking and Planning

- Introduction to Strategic Thinking
 - Importance of a strategic mindset
 - Analyzing internal and external environments
- Vision and Mission Development
 - Crafting clear and compelling vision and mission statements

- Setting Goals and Objectives
 - SMART goals Specific, Measurable, Achievable, Relevant, Time-bound
- Strategic Planning Process
 - SWOT analysis Strengths, Weaknesses, Opportunities, Threats
 - Developing action plans and monitoring progress
- Change Management
 - Understanding the need for change
 - Models and frameworks for effective change management

Day 4: Motivating and Developing Others

- Understanding Motivation Theories
 - Maslow's Hierarchy of Needs, Herzberg's Two-Factor Theory, etc.
- Techniques for Motivating Employees
 - Intrinsic vs. extrinsic motivation
 - Recognition and rewards systems
- Coaching and Mentoring Skills
 - Difference between coaching and mentoring
 - Effective coaching techniques
- Performance Management
 - Setting expectations and providing feedback
 - Conducting performance appraisals

Day 5: Personal Development and Action Planning

- Self-Assessment and Personal Development
 - Reflecting on strengths and areas for improvement
 - Creating a personal development plan
- Time Management and Productivity

- Prioritizing tasks and managing time effectively
- Techniques for improving productivity
- Stress Management and Work-Life Balance
 - Identifying sources of stress
 - Strategies for maintaining a healthy work-life balance
- Developing an Action Plan
 - Setting short-term and long-term goals
 - Identifying resources and support needed
- Program Review and Next Steps
 - Recap of key learnings
 - Feedback and evaluation of the training program
 - Creating a follow-up plan for continued development

Registration form on the Training Course: Leadership & Management Skills

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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
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