



*Training Course:
Leading Others*

*16 - 20 June 2025
Vienna (Austria)*

Training Course: Leading Others

Training Course code: LS235456 From: 16 - 20 June 2025 Venue: Vienna (Austria) - Training Course Fees: 5250 € Euro

Introduction

Welcome to the "Leading Others" training program. This comprehensive 5-day course is designed to equip current and aspiring leaders with the essential skills, knowledge, and tools required to effectively lead and inspire their teams. Whether you are new to a leadership role or looking to enhance your existing capabilities, this program will provide you with practical strategies and insights to navigate the complexities of leadership in today's dynamic work environment.

Objectives

By the end of this program, participants will be able to:

- Understand and apply various leadership styles and approaches to different situations.
- Communicate effectively with team members, using active listening, clear messaging, and appropriate feedback techniques.
- Develop and manage high-performance teams by leveraging motivational theories and fostering a positive team dynamic.
- Utilize decision-making and problem-solving techniques to address challenges and make informed decisions.
- Lead and manage change within their organization, overcoming resistance and fostering a culture of continuous improvement.

Target Audience

This training program is ideal for:

- Newly appointed managers and supervisors looking to build foundational leadership skills.
- Experienced leaders seeking to refresh and enhance their leadership capabilities.
- Team leads and project managers responsible for guiding and motivating their teams.
- Aspiring leaders who are preparing for future leadership roles.

- Any professional interested in developing their ability to lead others effectively.

Training Program Outline

Day 1: Foundations of Leadership

- Introduction to Leadership: Definition, importance, and different styles transformational, transactional, servant leadership, etc.
- Self-Assessment: Leadership style assessment questionnaire and discussion
- Characteristics of Effective Leaders: Traits, behaviors, and mindsets
- Leadership vs. Management: Understanding the differences and overlaps
- Setting Personal Leadership Goals: Reflecting on strengths and areas for improvement

Day 2: Communication and Emotional Intelligence

- Effective Communication: Active listening, clear messaging, and feedback techniques
- Emotional Intelligence: Understanding and managing emotions, empathy, and building relationships
- Conflict Resolution: Techniques for resolving conflicts constructively
- Non-Verbal Communication: Body language, tone, and facial expressions
- Practical Exercises: Role-playing communication scenarios and feedback

Day 3: Team Building and Motivation

- Building High-Performance Teams: Stages of team development and team roles
- Motivational Theories: Understanding what drives people Maslow, Herzberg, etc.
- Engaging and Inspiring Teams: Techniques to motivate and inspire team members
- Delegation and Empowerment: Effective delegation strategies and empowering others
- Team Dynamics: Managing diverse teams and fostering inclusivity

Day 4: Decision Making and Problem Solving

- Decision-Making Models: Rational, intuitive, and creative approaches
- Problem-Solving Techniques: Identifying problems, generating solutions, and implementing decisions
- Critical Thinking: Enhancing analytical skills and avoiding cognitive biases
- Risk Management: Identifying, assessing, and mitigating risks
- Case Studies: Analyzing real-world scenarios and group discussions

Day 5: Leading Change and Continuous Improvement

- Change Management: Understanding the change process and leading through change
- Overcoming Resistance: Techniques to manage resistance and gain buy-in
- Continuous Improvement: Building a culture of continuous learning and improvement
- Feedback and Performance Reviews: Conducting effective performance appraisals
- Action Planning: Developing a personal leadership development plan and setting long-term goals

Registration form on the Training Course: Leading Others

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

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 Address:
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Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
 Position:
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 Personal E-Mail:
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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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