



*Training Course:  
Leading Others*

*24 - 28 February 2025  
Vienna (Austria)*

## Training Course: Leading Others

Training Course code: LS235456 From: 24 - 28 February 2025 Venue: Vienna (Austria) - Training Course Fees: 5750 € 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.

### 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

### 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,  
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