

# LEADERSHIP SKILLS

## COURSE OUTLINE

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**6 HOURS**

**DELIVERY METHOD: FACE TO FACE OR VIRTUAL**

### Audience

To provide delegates with an opportunity to review what is required of leaders in the workplace and develop the required knowledge, attributes and skills.

### Pre-Requisites:

None

### Course Objectives:

By the end of this workshop the delegate will have learned the following:-

- Define leadership
- Understand the differences between transformational and transactional leadership
- Understand three leadership styles and consider their impact
- Consider three key dimensions of leadership and how to address them effectively
- Understand the principles of Situational leadership and the importance of flexibility in leadership style
- Understand what is involved in emotionally intelligent leadership
- Consider the relationship between effective leadership and motivation
- Identify how to effectively lead people through change





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### Course Content

- What is a leader?
- What are the differences between a leader and a manager?
- Transformational leadership and transactional leadership (James McGregor Burns)
- Identifying the attributes of an effective leader
- Leadership styles
- Lewin's three leadership styles:
  - Authoritarian
  - Participative
  - Laissez-Faire
- Activity to identify the impact of each of these three styles.
- Three key dimensions of leadership
- Adair's model of action-centred leadership:
  - Task
  - Team
  - Individual
- What are the leader's key responsibilities in each of these areas?
- What skills and attributes does the leader need to address these effectively?
- Situational Leadership
- Introduce Hersey and Blanchard's dimensions of Situational Leadership:
  - Supporting
  - Coaching
  - Delegating
  - Directing





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- Discussion/activity to identify situations when it is appropriate for the leader to apply each of the four styles.
- Emotionally Intelligent Leadership
- Why is this important?
- Five dimensions of emotionally intelligent leadership:
  - Self-awareness
  - Self-regulation
  - Empathy and compassion
  - Relationship management
  - Effective communication
- How to develop emotional intelligence as a leader.
- Leading people through change
- Given that 'change is the only constant' (Heraclitus):
  - What are the effects of workplace change on people?
  - What can the leader do to implement change effectively?
- Overview of three key models of change:
  - AKDAR
  - Kotter's 8 steps
  - The Kubler-Ross change curve
- Discussion/activity – apply these models to leading change in your workplace.

