

# LEADERSHIP AND MANAGEMENT

COURSE CONTENT OVERVIEW

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HIGH SPEED™  
TRAINING

This Leadership and Management training course will teach you about the essential skills that all good leaders and managers should have. It uses real life examples of great leaders to emphasise the most effective attributes, behaviours, and practices that you should adopt. This will help you to manage yourself more effectively and get the most out of the team you lead, which in turn helps you all achieve your aims more successfully.

#### **Module One: Introduction to Leadership and Management**

This module provides an overview of what management and leadership both involve and how they overlap. It looks at the qualities that all good leaders should develop and what the main aim of every leader should be.

- Management vs leadership
- Qualities of a good leader
- Leadership development

#### **Module Two: Types of Leadership**

This module looks at the various styles of effective leadership. It explains how a leader may grow over time and adopt different modes, depending on the way they work and what goals they have.

- Scouller's categories of leadership
- John Maxwell's model
- Modes of leadership

#### **Module Three: Team Leadership**

This module discusses the importance of having a good team and how to ensure you assemble the right one. It also explains the different ways you may lead a team, so you understand which style is best to adopt for your specific team.

- Benefits of teamwork
- Effective teams
- Ineffective teams
- Leading a team
- Types of teams
- Assembling a team

#### **Module Four: Motivating Your Team**

This module discusses the most effective strategies for motivating your team. In particular, it teaches you how to adapt the way you speak, set clear aims and goals for your team, give constructive feedback in a positive way, and use reward and incentive schemes wisely.

- Motivational language
- Setting expectations
- Giving feedback
- Rewards and incentives

#### **Module Five: Coaching Your Team**

This module emphasises why it's important for you to coach your team and how coaching overlaps closely with leadership. It provides various suggestions for helping your team to develop their capabilities, such as through personal or professional development plans.

- What makes a good coach?
- Benefits of coaching
- Encouraging development
- Monitoring progress

#### **Module Six: Emotional Intelligence**

This module explains the importance of understanding your own and others' emotions, and developing key skills that help you manage them better. This in turn helps you and your team coordinate and communicate more effectively.

- Models of emotional intelligence
- Empathy
- Integrity
- Optimism
- Patience and self-control
- Listening skills
- Body language

#### **Module Seven: Time Management**

This module helps you to understand why you may struggle to make time for everything you want to do. It provides useful strategies for assessing how you use your time and dividing it up more efficiently, so you focus on tasks that matter most.

- Why time management is important
- Evaluating your use of time
- Time management matrix
- Scheduling your work
- Supporting others

#### **Module Eight: Leading Meetings**

This module explains how to make your meetings more effective, as they are a common cause of wasted time. In particular, it discusses how to decide whether you should have meetings, who you should invite to them, and how to lead effective discussions during them.

- Why leading meetings is important
- Should I have a meeting?
- Who should attend meetings?
- Agendas
- Ground rules
- Encouraging discussion

## Aims of the Training

By the end of this course, learners will be aware of:

- The key skills of good leaders and managers.
- The different types of leadership as defined by leadership experts.
- The importance of leading effective teams and the different types that you may work with.
- The different leadership styles you may adopt for certain teams.
- How to motivate your team, particularly by using motivational language, setting expectations, and giving beneficial feedback.
- The importance of being a coach to help your team grow.
- The essential aspects of emotional intelligence and how to develop them.
- How to manage yours' and others' time more effectively.
- How to improve the effectiveness of meetings and lead discussions.