

COURSE CONTENT OVERVIEW

# Effective Leadership



Effective Leadership has been designed by business specialists to build on your existing leadership skills or prepare you to move into a leadership role. You'll move through a series of progression-linked modules, completing tasks and questions as you progress to create a leadership toolkit that works specifically for you and your existing leadership style.

You'll discover tools and techniques for day-to-day problem-solving, strategic and operational decision-making, as well as strategies for implementing and leading sustainable change and organisational development. Proficiencies and leveraging them for measurable, sustained impact in a range of business environments.

#### **Module One: Introduction**

This introductory module will prepare you with the framework and tips that you need to make the best use of the course and increase your learning outcomes. You'll understand why the course does not reference theories, books, and leadership gurus choosing, instead, to take an approach that focuses on you and your specific organisational context. The topics in this module are:

- Effective Leadership
- Course Design
- Course Approach

#### **Module Two: Understanding Yourself as a Leader**

This module is designed to encourage critical self-reflection and proactive personal development. You will establish and develop a personal leadership and management profile, that you'll use as a basis for critical self-appraisal and as a template for understanding others. The topics covered are:

- The Purpose and Practice of Leadership
- Personality Traits vs. Types
- Ways of Knowing Yourself
- Values, Ethics, Beliefs
- How You Lead
- Your Leadership Profile

#### **Module Three: Executive Coaching and Self-Care**

Building on the leadership profile that you'll create in the previous module, you'll be introduced to the idea of executive coaching as a way for the organisational leader to maintain their ability to lead. The module explains how to make use of a coach and how to maintain health and well-being in the 21st century. The topics covered are:

- 21st Century Leadership
- Executive Coaching
- Well-Being in Practice
- Balancing Your Work and Life
- Preventing Pitfalls

#### **Module Four: A Leadership Toolkit**

This module introduces six core leadership tools for use in day to day leadership contexts. It is designed as a starting point for the leader who will go on to build their own personal toolkit. It is founded on established theories of thinking and communication. The module explains each tool and how it might be applied. The topics covered are:

- Thinking Skills Overview
- Problem Solving: Creative
- Problem Solving: Analytic
- Effective Decision Making
- Smart Communication
- A\* Time Management
- D4 Real Time Model

#### **Module Five: Understanding Those You Lead**

This module builds on the previous three by putting those concepts into leadership contexts. It describes how to appreciate the diversity in employees and bring this to bear on shared outcomes and targets. The module goes on to describe team audits and looks at the new science of motivation. The topics covered are:

- Harnessing Diversity
- Quadrant audit
- Motivation 3.0

#### **Module Six: Professional Learning**

Developing on the previous module, this module looks at how a leader can establish a culture of professional learning and development. It shows you how to select the best learning opportunities when time and money may be short. The topics covered are:

- Why Learn?
- The Learning Contract
- Learning Choices
- Quality Learning
- Evaluating Impact

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- The Learning Contract
- Learning Choices
- Quality Learning
- Evaluating Impact

### **Module Seven: Leading Organisational Change**

This module brings the previous modules together in the context of leading change. It introduces tools for change and links leadership competencies to planning for successful organisational evolution. The topics covered are:

- Types of Change
- Reactions to Change
- Processes of Change
- The 7 Levers of Change

### **Module Eight: Troubleshooting**

In this final module, you'll look at how to lead when the best-laid plans and most effective leadership do not bring expected results. It looks at the challenges around mistakes, setbacks and failure, and the issues that can arise with working relationships. The topics covered are:

- Difficult People
- Positive Error Culture
- Grit and Growth Mindset
- The Pre-Mortem
- Multiplying Leadership

## Aims of the training

By the end of this course, learners will:

- Develop self-awareness of their leadership characteristics and professional development needs.
- Protect and deepen their preparedness and capacity to lead others.
- Deploy appropriate leadership tools for specific situations and desired outcomes.
- Efficiently and effectively develop the capacity of those whom they lead.
- Develop a culture of continuing professional learning within their organisation.
- Know how to navigate planned organisational change.
- Respond successfully to unexpected outcomes and imposed challenges.