



Learning to Lead

Course Duration: 2 days (13 hours)

Target Audience

Supervisors, managers, and coaches

Course objective

In this course, you'll learn how to gain your staff's trusts and commitment, you will also get practical techniques when hiring employees, delegating authority, running meeting, and resolving conflicts. You will gathered the skills you need to become a dynamic and inspired leader.

Topics covered

Learning the basics

- Focusing on quality
- Learning from others
- Gaining experience
- Mastering roles
- Developing strengths
- Assessing your leadership potential

Leading others

- Preparing to lead
- Forming a team
- Delegating tasks
- Communicating clearly
- Dynamizing groups
- Collegiate leadership

Improving your effectiveness

- Making decision
- Setting goals
- Developing a team
- Leading discussions
- Using meeting
- Analyzing problem
- Giving support
- Assessing your leadership

Inspiring Excellence

- Motivating others
- Establishing a vision
- Generating ideas
- Managing openly
- Boosting achievement
- Being adventurous

