

THE LEADERSHIP JOURNEY TRAINING PROGRAM – DAY 1

Course Objective:

The objective of this course is to provide participants with various tools and strategies to enable them to continue to improve and develop their leadership skills.

Course Outline:

Time	Topic	Description
9.00am-9.30am	Introduction	<ul style="list-style-type: none"> • Introduction to 'The Leadership Journey • Getting to Know Each Other • Learning Objectives
9.30am-10.30am	The Leadership Journey	<ul style="list-style-type: none"> • What is Leadership? • Management vs Leadership • Leadership Styles • Situational Leadership • The Leadership Areas of Need • Leadership Focus
Morning Tea 10.30am – 10.45am		
10.45am-12.15am	Communication Skills	<ul style="list-style-type: none"> • The Communication Process • Communication Signals • Communication Styles Model • Structuring Communication Using the 4MAT Model • Ladder of Inference
12.15pm – 12.45pm	Time Management	<ul style="list-style-type: none"> • Time Management Self-Assessment • Time Steelers • Time Management Grid
Lunch 12.45pm – 1.15pm		
1.15pm-2.00pm	Time Management Continued	<ul style="list-style-type: none"> • Effective Planning • The Time Management Filter • Setting Priorities using ABC System • Creating Contingency Plans • Sharing the Load - The Art of Delegation
2.00pm – 2.30pm	Decision Making/ Problem Solving	<ul style="list-style-type: none"> • Problem Solving Process • Decision Making Methods • Decision Making Process • Decision Analysis
Afternoon Tea 2.30pm – 2.45pm		
2.45pm – 4.30pm	Awareness	<ul style="list-style-type: none"> • Emotional Intelligence • Amygdala Hijacking • Resonant Leadership • Enhancing Your EI & Becoming a Resonant Leader • Myers Briggs Type Indicator • The Iceberg Model
4.30pm – 4.45pm	Close	<ul style="list-style-type: none"> • Mind Mapping Review • Action Plan • Introduction to Post-Course Work

Course Outcomes:

By the end of this course participants should be able to:

- Outline the difference between a manager and a leader;
- Compare a number of different leadership styles;
- Adjust your leadership style depending on the situation;
- Identify and describe different communication styles;
- Structure conversations using the 4MAT Model;
- Describe the Ladder of Inference;
- Increase self-awareness of your time management strengths and areas that require improvement;
- Prioritise more effectively, distinguishing between the urgent and the important;
- Outline a clear problem solving process;
- Identify various decision-making methods;
- Describe the concept of emotional intelligence (EQ);
- Become aware of other factors that may be influencing someone's actions or behaviour;
- Explain resonant leadership;
- Enhance your emotional intelligence through the use of self-directed learning; and
- Identify the different MBTI dimensions and the differences between each.