

Course Info

Leadership Pathways - Leadership Skills Core skills for senior managers including coaching, leadership & change management.

www.thelearningacademy.net

Decide What You Want

Duration: 25-30mins

Overview:

This course explores how learners can establish their purpose, direction and values to focus on the meaning in their lives. It also looks at how meaning depends upon perspective.

This topic discusses the important things to think about in order to approach an understanding of the meaning in life.

Outcomes:

- ✓ Become aware of your behaviour in different roles and situations
- ✓ Recognise how you would like to behave ideally
- ✓ Be able to set yourself effective goals
- ✓ Understand how purpose, direction, values and behaviour can build meaning.

Summary:

- ✓ Personal purpose
- ✓ Choices
- ✓ Future goals
- ✓ Follow up.

Take Responsibility

Duration: 25-30mins

Overview:

This course shows learners the importance of being responsible for their own lives, distinguishing between being reactive and proactive. It also explores how learners need to take responsibility for how they present themselves to others and to recognise and play to their own strengths.

Outcomes:

- ✓ Identify your strengths
- ✓ Know how to avoid situations you're not happy with
- ✓ Be able to start taking control of your own destiny
- ✓ Know not to blame others for how you respond to external factors in your life.

Summary:

- ✓ Personal responsibility
- ✓ Personal brand
- ✓ Know your strengths
- ✓ Follow up.

Accentuate the Positive

Duration: 25-30mins

Overview:

This course introduces a range of practical tools and exercises that learners can use to recognise and maximise what they are good at and what they enjoy most. It also covers exercises for positive thinking and tips for relaxation.

Outcomes:

- ✓ Identify and develop your strengths
- ✓ Start using positive thinking exercises, including visualisation
- ✓ Identify what you enjoy
- ✓ Understand that taking more responsibility doesn't need to cause stress.

Summary:

- ✓ Enjoy your strengths
- ✓ Stress strategies
- ✓ Habits for success
- ✓ Follow up.

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Recognise Your Style

Duration: 25-30mins

Overview:

This topic looks at leadership style. It explains a range of leadership styles and enables learners to be able to identify the best situation in which to use them. The course enables learners to understand more about themselves as a leader and recognise their natural style.

Outcomes:

- ✓ Be aware of your natural style
- ✓ Be aware of your natural autocratic or democratic tendencies
- ✓ Know how to use empowerment and motivation skills
- ✓ Know the four leadership styles.

Summary:

- ✓ Know your stand
- ✓ Your style
- ✓ Apply
- ✓ What next
- ✓ Follow-up.

Lead by Example

Duration: 25-30mins

Overview:

This topic is designed to help learners to understand the importance of leading by example.

After completing it they will have a better understanding of the example their behaviour is setting their team and will identify areas for personal improvement.

Outcomes:

- ✓ Know your strengths
- ✓ Know your weaknesses
- ✓ Recognise the effect your behaviour has on your team
- ✓ Commit to high performance
- ✓ Understand your position.

Summary:

- ✓ Know your stand
- ✓ First thoughts
- ✓ Apply
- ✓ What next?
- ✓ Follow-up
- ✓ Link on.

Identify Your Priorities

Duration: 25-30mins

Overview:

This explores the action timeline and asks the learner to reflect on where and why they stumble on their own timeline. It asks the learner to reflect on what they want to achieve before prompting them to complete a time log for at least one week.

Outcomes:

- ✓ Appreciate the use of time management
- ✓ Know the five stages of the action timeline
- ✓ Know where your problem point is
- ✓ Know the four levels of 'want'
- ✓ Understand the Urgent/Important matrix.

Summary:

- ✓ Identifying your priorities
- ✓ Your time
- ✓ Where are you heading?
- ✓ Follow-up.

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Improve Your Time

Duration: 25-30mins

Overview:

This begins with a diagnostic where the learner can assess their own time management skills, then links this to their time log. It explores ways of improving their skills: planning, prioritising and delegating, as well as how to avoid procrastination.

Outcomes:

- ✓ Know where your time is being spent
- ✓ Know when you're at your most active
- ✓ Understand where your time is best spent
- ✓ Know how to use delegation effectively
- ✓ Be able to create a time plan.

Summary:

- ✓ Improve your effectiveness
- ✓ Where does your time go?
- ✓ Delegating and prioritising
- ✓ Follow-up.

Address Your Time Stealers

Duration: 25-30mins

Overview:

This lets the learner explore their own time stealers – unnecessary tasks, or tasks taking up far more time than they are worth. It then explores ways of avoiding common time stealers like the phone, e-mail and visitors.

Outcomes:

- ✓ Understand what a 'time stealer' is
- ✓ Know how to avoid 'time stealers'
- ✓ Learn to focus on what's important
- ✓ Know how and when to delegate
- ✓ Know which meetings to attend
- ✓ Become more organised.

Summary:

- ✓ What are time stealers?
- ✓ The scenarios – problems
- ✓ The scenarios – consequences
- ✓ Follow-up.