

BEING A LEADER – 1 Day

This course provides participants with an overview of the skills and knowledge they will need to provide effective leadership for their team.

Participants will be taken through the factors that need to be considered when managing themselves, their team and their functional responsibilities as leaders. They will be given an overview of the role of Mission Statements, Visions and Corporate plans (operational and strategic) with a view to rounding out their management understanding. Participants will also be provided with a range of activities and self-assessments to enable them to determine their preferred approach to leading others and ways that they can make personal adjustments in order to best meet the needs of their team.

COURSE AGENDA

- An overview of the roles and responsibilities of a leader
- Understanding leadership styles
- The stages of team development and how they impact on leadership styles
- Expectations that team members have of leaders
- Effective communication and the various styles that leaders and team members may have
- An introduction to strategic and operational planning and how to gain an appreciation of what your organisation is trying to achieve
- Identifying and developing team goals and key performance indicators
- Time management and the art of delegation

COURSE DETAILS

Delivery duration	1 day course.
Delivery style	Face-to-face workshop facilitated by an Accrete team member including: presentation, facilitated discussion and practical activities.
Location	Venue to be provided by the client.
Cost	\$2,640 per day, regardless of participant numbers. Course materials are provided by Accrete at a cost of \$25 per participant.
Participant numbers	Maximum: 25
Tailored option	Yes. Please contact us to speak with a facilitator. To provide a tailored course we will generally meet with you to discuss your needs, the specific outcomes you are seeking, and to identify any relevant policies or procedures that should be referred to during the workshop. Tailoring of workshops incurs a development cost. Our facilitators will be able to provide you with a quote for these costs once the range of required tailoring has been determined.

November, 2018