



# A snapshot of our Leadership Toolkit

Give your employees unlimited year-round access to regular LIVE, INTERACTIVE leadership webinars.

Good leaders set direction, build an inspiring vision, and create something new. Leadership is about mapping out where you need to go to “win” as a team or an organization; and it is dynamic, exciting, and inspiring. These courses will help you understand how to be an inspiring leader, how to coach, how to manage performance, and how to lead from the front. While leaders set the direction, they must also use management skills to guide their people to the right destination, in a smooth and efficient way. Join these courses to learn how.

## What’s in the Toolkit?

Note the below is just a snapshot and all modules are repeated throughout the year including in multiple time-zones. This is in addition to new content being added throughout the year.

### Course **Potential Managers** 6 Modules

Designed for non-managers and junior managers: this course covers the key skills required for management roles and gives attendees a framework to apply these in the workplace. Modules will facilitate discussions and use case studies so that attendees can explore their own leadership styles and identify their strengths and areas for development.

- **Introduction to Management & Leadership**
- **Transitioning to a Leader**
  - **Leading by Example**
  - **Delegation Skills**
- **How to Conduct an Effective Interview**
- **How to be a Motivating and Inspiring Leader**

### Course **Leadership Essentials** 12 Modules

Are you a leader of people who wants to understand how to build a high performing and professional team? Do you want to know how to motivate and inspire to help your employees reach their full potential? These courses are designed to give you the knowledge, techniques, and skills to be a successful, proficient, and successful leader of people.

- **Virtual Leadership**
- **Creating High Flying Teams with the Skill / Will Matrix Part 1 of 2**
- **Creating High Flying Teams with the Skill / Will Matrix Part 2 of 2**
  - **Objectives and Reviews**
- **Managing your business and people**
- **Conversation Styles Part 1 of 2**
- **Conversation Styles Part 2 of 2**
  - **Managing Upwards**
    - **Mentoring**
    - **Building Trust**
- **Managing Time & Learning How to Delegate Effectively**
- **Dealing With & Managing Change**

### Course **Coaching** 2 Modules

Designed for leaders to help to understand the power of coaching within the workplace. This course explains how to use the G.R.O.W module to effectively coach employees. Empower them to take responsibility for achieving their goals through action setting. Watch them make progress and increase their motivation.

- **Coaching Part 1**
- **Coaching Part 2**

### Course **Leading a Sales Team** 2 Modules

Leading a Sales Team requires a certain skillset. This course is designed to help you understand the processes, techniques and skills to enable to lead by example, with confidence and inspire your team to achieve target success.

- **Running an Effective Team Meeting**
- **Succession Planning**

### Course **Performance Management** 7 Modules

Performance management focuses on identifying, measuring, and developing the performance of individuals and teams and aligning their performance with the strategic objectives of the organisations. This course covers topics that help leaders understand how to manage the performance and development of their employees.

- **Coaching to Improve Sales Performance**
- **Continuous Performance Management**
  - **Objectives & Reviews**
- **Communication & Performance Management**
  - **Personal Development Plan**
  - **Managing Under Performance**
- **One to One Performance Reviews**



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