**Learning to Lead**

**Course Outline**

**Learning to Lead** helps develop critical people and relationship skills and equips attendees with the most up-to-date tools and techniques that will lead to a smoother transition from being a great individual contributor to becoming a leader of others.

The content will particularly focus on leading and collaborating effectively during times of organisational change.

The course is organised into **four modules spread over 6 months with 4 self-directed Action Learning Sets (ALS) of 90 minutes each** between each module.

**Course Objectives**

This workshop will help attendees to:

- Understand emotional intelligence and its importance in workplace effectiveness by establishing the importance of not just *what* you do but *how* you do it.

- Develop an understanding of best practise tools and techniques for role-modelling, leading and influencing people during times of change.

- Recognise the importance of trust and collaboration-focused leadership.

- Raise awareness of their personal impact and influence using the Strength Deployment Inventory (SDI), identifying the motivations and values of others and adapting communication styles accordingly.

- Encourage greater peer to peer support and sharing via the ALS.

**Course Structure**

The course module structure is as follows:

**Module 1: Emotional Intelligence: Understanding Motivation, Self Esteem and Conflict at Work**

Attendees will develop techniques for improved adaptability and emotional intelligence. Using the Strengths Deployment Inventory (SDI) model, attendees will learn to recognise differences, make the most of their working relationships through effective communication and understand the importance of choosing appropriate strengths for leadership. Attendees will build on their knowledge of the SDI and their personal top strengths by exploring conflict behaviours and overdone strengths. With a focus on the behavioural impact of overdone strengths, attendees will learn techniques to help anticipate, prevent or resolve conflict effectively.

**Module 2: Maximising Personal Effectiveness**

Stephen Covey’s *The 7 Habits of Highly Effective People* will provide practical strategies for achieving personal effectiveness, both individually and in key relationships. The module will help attendees to behave more proactively, confidently and assertively, with particular attention paid to the importance of clear communication in the workplace in order to reach mutually beneficial outcomes. Attendees will learn techniques for identifying and managing priorities more effectively as well as self-motivating and motivating others in difficult situations and environments.

**Module 3: Leading and Collaborating in Change**

This module will provide attendees with an understanding of the wider psychological impact of change whilst affirming how individuals can be positive leaders and influencers within the change process. The workshop will emphasise the importance of collaboration within times of change – building trust, having the right team in place, and working together to make change work. The session will review Carol Dweck’s fixed versus growth mindsets and John Kotter’s 8-step change model to highlight practical strategies for encouraging positive behavioural responses at individual and team level.

**Module 4: Getting the Best from Others and Teams**

Attendees will acquire skills for developing the performance of others through candid feedback, non-directive and directive coaching and learn to develop personal accountability in others. The module will provide strategies for creating a motivational team environment to improve engagement, leading to increased productivity in others and improved collaboration and synergy across teams. We will return to the SDI theory as well as referencing Dan Pink’s three motivators and trust-based leadership using Maister’s Trust Equation.