



scopeVISION

**Awaken the Leader Within  
Leadership Skills Development**

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evoke inspire eclipse

# Awaken the Leader Within! Leadership Skills Development

**DURATION** 3 DAY PROGRAM

## Workshop overview

Influencing and developing capabilities is one of the most important roles of leaders. This program focuses on developing leadership capabilities in frontline managers. Designed as a series of interactive workshops, learners explore a variety of leadership and management concepts adding valuable tools and skills to their leadership toolbox. Topics covered include: building high performing teams; understanding communication preferences to enable positive collaboration; measuring and increasing current leadership capabilities; managing unacceptable behaviour and minimising business risk; mastering personal effectiveness; selecting, perfecting and projecting the perfect team by playing to strengths; applying creative thinking and problem solving tools to assist in effective decision making; and applying Situational Leadership to drive team capabilities.

## Day one

- **Building and leading a winning team**
  - › Five key ingredients of a winning team
  - › Creating team direction and vision
  - › Creating team values and ethics
  - › Developing and maintaining team trust
  - › Exploring team celebration
  - › FISH; catch the energy, release the potential
  - › Strategies for enabling effective performance
  - › Blanchard's One Minute Management principles
  - › Dealing with conflict productively
- **DISC: Understanding communication preferences**
  - › Reading and interpreting your DISC profile
  - › Putting your behaviours into action
  - › Your value to the organisation
  - › Checklist for communicating
  - › Don'ts on communicating
  - › Communication tips for the different styles
  - › Creating an ideal environment
  - › Perceptions; how people see you
  - › Understanding your natural and adapted style
  - › Keys to motivating
  - › Keys to managing
  - › Areas for improvement



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## Day two

- **Leadership capabilities of the 21st Century manager**
  - › What's needed in your toolbox?
  - › Inventories to explore your current capabilities
- **Acceptable and unacceptable behaviour**
  - › Managing business risk through gaining an understanding of Equal Employment Opportunity (EEO) and the impact it has on a company's brand and continuity of operations
  - › Discrimination through the eyes of children undertaking a social experiment in the 1970's
  - › The impact of harassment and discrimination in the workplace and explore how to prevent it
- **Mastering personal effectiveness**
  - › Identifying your current personal effectiveness challenges
  - › The relationship between time, stress and you
  - › Techniques to improve your personal effectiveness
  - › Mastering the art of planning with the guidance of three philosophies:
    - the Pareto principle
    - the 7 habits of highly effective people; and
    - how to eat a frog!

## Day three

- **Learning styles**
  - › Determine your preferred learning style
- **Belbin team roles;**
  - › Select, perfect and project a performing team; exploring Belbin's 9 team roles
- **Creative thinking and problem solving in action!**
  - › Apply concepts and tools to solve and explore current problems or opportunities:
    - De Bono 6 Hats Thinking
    - Johari window
    - 5 Why's
    - Fishbone; Cause and Effect
    - Decision matrix
- **Diagnose your team using Blanchard's Situational Leadership model**
  - › Core competencies of a Situational Leader
  - › Partnering for performance; the Situational Leadership model
  - › Diagnosis the first step
  - › Understand the 4 Leadership Styles
  - › Match Leadership Style to Developmental Level

