

Leadership Essentials

Duration

In Person: 2 days

LiveOnline: 3 sessions of 4.5 hours

PDUs

This course will contribute 14 PMI® professional development units (PDUs) towards your chosen certification (14 Power Skills).



Do you want to create a foundation for great leadership?

The Leadership Essentials course will provide you with a strong base on which to grow your leadership capability regardless of your current role. Learn the fundamental skills needed to lead a team and gain a greater understanding on what good self-leadership looks like.

Learning Outcomes

During this course you will learn about:

- The role of leadership at all levels of the organisation, starting with self.
- The importance of good communication as a foundation to effective leadership.
- Growing self-awareness.
- Techniques for improved time management and prioritisation.
- The principles of delegation, agreement, and follow through.
- The power of impactful coaching for improved performance.

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Intended For

This course is aimed at:

- People wanting to start with a strong base on which to grow their leadership capability regardless of their current role
- Emerging leaders
- Those wishing to develop their self-management skills, essential for all great leaders
- Existing leaders wanting to refresh their foundation leadership practices and get the best from their team

Prerequisites

There are no prerequisites for the Leadership Essentials class.

Content

Topics and exercises covered in the course include:

- Understanding Leadership
 - Defining Leadership
 - Role of a Leader
 - Transitioning to a Leadership Role
 - Building Trust and Focusing on Good Communication
 - Prioritising and Planning
- Planning as a Leader
 - The Power of Good Time Management
 - Setting Standards and Good Delegation
 - Feedback and Conflict
 - Leadership vs Followership
- Working as a Leader
 - Commitment
 - Growing Capability and Effective Coaching
 - Managing Up
 - Ongoing Development as a Leader

Lecturing is kept to the minimum necessary where most of the learning is achieved by applying the practices and techniques in group exercises. Our LiveOnline delivery is over five days (each four and a half hours in duration). The instructor is 100% live and interaction and learning objectives are the same as our in-person classes with the added benefit of being able to take this course from your home, your office or your home office. Since this class is delivered over half-days it allows for greater flexibility and leaves you with time each day for other work or activities.