

# Leadership Training

*Show Me the Way: Establishing and Maintaining Leadership Vision*



Effective leadership skills are an integral part of achieving team results. Leadership skills start with leaders' behaviors, how they build and motivate teams, how leaders delegate responsibility, and how they lead their team through ever changing times. In this course, students will learn how to ensure they are using these skills to achieve optimal team results.

## Participants will learn to:

- Adopt skills and techniques necessary to establish and share your vision of the future
- Build relationships so the entire organization can come together to work effectively and efficiently
- Learn how to secure the intra-organizational commitment and agreement necessary to realize your vision

## SHOW ME THE WAY: ESTABLISHING AND MAINTAINING LEADERSHIP VISION

COST: \$450

TIME: 10:00 - 4:00

### DATES:

June 18, 2007

October 23, 2007

August 28, 2007

November 27, 2007

# Leadership Course Outline:

## Effective Leadership Behavior

- Learn to set performance standards for your organization
  - Communication
  - Policies and procedures
  - Employee relations
- Develop skills that foster positive attitudes and high performance from employees
- Learn to lead authentically by demonstrating the values and standards that are expected throughout the organization

## Build Teams Through Positive Motivation

- Identify the five elements of motivation
  - Be direct
  - Be well-timed
  - Be reasonable
  - Be public
  - Be realistic
- Identify the benefits of increased employee morale
  - More employee pride in their work
  - Higher productivity
  - Lower absenteeism
- Learn why delegation is important
  - Frees your time to focus on running your organization
  - Encourages employee development
  - Builds a stronger team
  - Enhanced responsiveness when business changes occur
- Identify what it means to delegate
  - Responsibility
  - Authority
  - Accountability
- Understand the obstacles to effective delegation
  - The “Doing it Right Myself” myth
  - The “It Takes Too Long to Explain” excuse
  - The “No One on My Team Can Handle This Task” misconception
  - The “My Team is Already Overworked” excuse
- Learn how to effectively delegate
  - What and what not to delegate
  - Who to delegate to
  - How to communicate what you are delegating
  - When to follow up and touch base

## Leadership Course Outline Continued:

- Learn to effectively communicate the details of the delegated duties
  - What is being delegated
  - The mutual benefits of delegation (addressing the "What's in it for me" syndrome)
- Develop evaluations to determine the effectiveness of the delegation process

### Manage change

- Learn to communicate change effectively
  - Create understanding
  - Show that you are committed to the change
  - Show you understand the negative repercussions of the change
  - Communicate your confidence in your team
  - Create openness for future discussions
  - Set expectations and gain input to support the change
- How to gain the support of key participants involved in the change
  - Understand that "pushback" is a natural response to change
  - Seek to understand any pushback to change
  - OVER communicate how change will affect each person

**To register, visit our website at:  
<http://www.4-bcg.com/onsite/lead.php>  
or call 703.313.8555**

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