# GULF INSTITUTE



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## **Certificate in Leadership**

#### **INTRODUCTION**

- Leadership begins with understanding who we are as people before we can gain acceptance as a leader of others. Knowledge of self through feedback, reflection and behaviour modelling is as important as knowledge of those that we lead or the organisation that we represent.
- As we master our own thinking and emotions, we can enhance our ability to lead others, acting
  as a role model and someone that others seek to follow. Through this Certification training
  seminar in Leadership, you will learn about yourself how you think, how you perceive the
  world and how others perceive you, how you communicate and how you can enhance your
  communication skills and through that process you will learn how to influence and lead others
  more skillfully.
- You will also learn about becoming a transformational leader. This entails knowing how people change and how to overcome resistance using a range of organisational development tools.

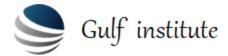
#### **OBJECTIVES**

#### By the end of this Certification training course you will have learned to:

- Enhance your personal leadership skills
- More effectively manage your thoughts, beliefs, focus and actions
- Understand the impact of your values on your actions
- Build confidence, enthusiasm, persistence, resilience and courage
- Create vision and goals that drive enthusiasm and commitment
- Communicate with greater clarity and persuasion
- More effectively control how you appear to others and as a consequence effectively influence desired behaviours in them
- Know the stages of change and identify ways to thrive in times of change
- Unlock your potential to inspire change
- Use the tools of organisation development to diagnose and change your organization

#### TRAINING METHODOLOGY

 Participants in this Certification training course in Leadership will receive thorough training on the subjects covered by the outline with the instructor using a variety of proven adult learning teaching and facilitation techniques. Course methodology includes self and employee assessment diagnostics, video presentations, case studies and participative discussions.



#### **ORGANISATIONAL IMPACT**

- Your organisation will benefit from leaders who return with knowledge of how to control their
  own emotions and behaviour and harness a positivity towards events and opportunities that will
  inspire others to engage more fully and improve their performance. In summary, your
  organisation will benefit from:
- More effective employees who are in control of their behaviour and work contribution
- A strengthened employee focus on goal achievement
- Improved organizational communications
- Enhanced employee leadership skills
- Increased levels of motivation
- · Higher levels of productivity

#### **PERSONAL IMPACT**

This Certification training course will give participants the confidence, energy and skills to challenge themselves towards higher performance specifically they will develop:

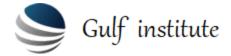
- Sharper focus on valuable goals
- Greater self-understanding
- · Increased personal resilience and courage
- Increased ability to achieve success
- Improved communication skills
- Enhanced leadership skills
- Greater levels of personal productivity

#### WHO SHOULD ATTEND?

• This Certification training course in Leadership is valuable for all people who need to manage people and performance - experienced, new or prospective.

It is suitable to a wide range of professionals but will greatly benefit:

- Supervisors
- Team Leaders
- Team Managers aspiring to become leaders



#### **Course Outline**

#### You, the Leader

#### Self-Mastery, Reality and Responsibility

- Taking Charge of Your Mind Self-messaging for Successful Leadership
- Transactional vs. Transformational Leadership
- Understanding the Emotional Loop and Applying the Shadow of the Leader Concept Being an Inspirational Role Model
- Gaining Power and Freedom by Taking Responsibility Challenging Self-limiting Beliefs and Defensive Routines
- Using Emotion to Drive Action Harnessing the Power of Enthusiasm
- Strengthening Your Courage and Developing Your 'grit' and Resilience

#### **Building the Future**

### Vision Plus Integrity – Preparing the Foundations for Future Success

- The Changing Role of the Leader in a VUCA World
- Creating a Powerful Vision that is Linked to Your Stakeholders
- Analyzing the Impact of Values on Your Vision and Your Leadership Style
- Setting BHAGs Big Hairy Audacious Goals
- Operating with Personal Integrity

#### Working with Different Styles and Models of Leadership

#### Leadership – Applying Self Leadership to the Leadership of Others

- Understanding the Importance of Emotional Intelligence Analysing Your Own Levels
- Moving to a New Model of Empowerment
- Recognizing 21st Century Leadership Skills
- Using the Power of 'Servant Leadership'
- Investigating Theories of Motivation Exploring Motivation and Creating a Motivational Climate

#### Introducing and Managing Change

#### Breaking the Mould – Transformational Change through Leadership

- What if? Challenging the Role of the Organisation / Division
- Using Techniques to Think Differently about your Team's Role



#### How it Feels to go through Change

- Learn from Experiences of Positive Change Personal and External Case Studies
- Identify the Classic Reactions to Change and How to Respond (or not) to them as a Leader
- Separate Emotion from Cognition in Change

#### Key Features of Successful Transformational Change and Models of Change

- Understand the Nature of Change by Learning a Range of Change Models
- How can you use these to proactively understand "What to do now and What will probably happen next" in a Change Process

#### Communicating For Success – Mastering the Power of Self-Expression

- Creating Powerful Oral Communication Learning from the Fields of Sales, Persuasion and NLP
- Stories for Change The Structure of a Great Story
- Utilizing Active Listening Techniques to Value People and Manage Them through Change

## Building and Influencing Culture through Organisational Development Adopting New Techniques to Lead Efficiency Improvements

- Process Management
- LEAN
- Balanced Scorecard

# Adopting New Techniques to Lead Culture Change Diagnosis

- Porter's 5 Forces Model
- McKinsey 7S Model
- Culture Assessments Gallup Q12
- Introducing 360 Feedback
- Intervention

#### **Appreciative Enquiry**

- Storytelling
- Agile Methodology



## Influencing Others for Results and Managing Yourself

### Use the Secrets of Influencing To Lead Others

- The Six Keys to Persuade and Influence
- Use The PROVE Model to Influence Effectively
- Use Leadership Power Effectively and Appropriately

#### Managing Your Levels of Energy and Stress

- Be Able to Recognise When Your Body and Mind are Becoming Unproductive
- Practice Short, Sharp Activities to Re-energise Yourself and Your Team
- Become a Self-management Role Model for Your Team

# Developing Your Plan to Take Control and Reinforce Self Leadership Good Practice

- List Your "Stop, Start and Continue" Resolutions
- Partner with a "buddy" on the course for mutual reinforcement of agreed changes

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