

Effective Leadership and Management 3 Day interactive workshop



Our leadership development programs are designed for those in leadership positions or those who are being developed to move into such positions. The courses are inspirational and combine a broad range of training on leadership topics as well as a series of interactive group work exercise, case studies, videos and facilitated debate.

The programs involve sessions designed to increase the understanding of one's self as well as how delegates interact in a team environment. A range of personal and leadership tools and analytical techniques are explored which, combined, will help to better equip individuals for the workplace.

Individuals who attend these courses find them exceptionally beneficial and learn new approaches that help them for years to come.

We can offer standard leadership development courses or we can develop a custom course to meet specific development objectives, perhaps combined with a teambuilding element.

The 3 day course is a complete run through all aspects of leadership and gives delegates a memorable experience as well as a series of tools, techniques and self reflection that will help improve their personal style and approach in the workplace. The course places an emphasis on learning by doing with a series of interactive exercises and games to illustrate key contents. The course also includes personality and team interaction assessments to help individuals understand more about themselves and how they interact in a team. The two day leadership development course contains most of the content found on the 3 day, but with more classroom based tuition.

Phone +44 (0) 845 331 3312
www.positivepurchasing.com

Effective Leadership and Management

3 Day interactive workshops

Course Content (customisable and modular to suit your requirements)

- Leadership vs Management
- Attributes of an effective leader
- Leadership behaviours and types of leaders
- What leaders do; don't do
- Team dynamics
- Personal team role
- Personal role anchors
- Communications in teams
- Leadership, power and sources of authority
- Inspirational leadership - motivating people to excel
- Personality assessment
- Personal energy levels and how to maximise your output
- Time management
- Stress and managing stress
- Leading teams
- Leading where there is no direct authority
- Managing upwards
- Leadership communication
- Conflict management and resolution
- Problem solving
- Executive leadership
- Presentation skills
- Facilitation skills
- Managing your personal career development

Core Terms

We charge on a per event basis based upon a maximum of 20 delegates. Our fees include trainers and all contact, travel and preparation time, basic customisation and standard course handouts but excludes venue and facilities hire, reasonable expenses and VAT/sales tax where applicable. Certain locations are subject to fees for additional travel time (however are global network of trainers means we have most major locations covered). Unless otherwise agreed all intellectual property used in training or in handouts remains the property of Positive Purchasing Ltd and is provided on the basis that it is for use by the individual who attends the training event and only within the company concerned. Unless otherwise agreed no electronic versions of training materials will be provided and copying, transfer or distribution of any training materials is strictly forbidden. The client is responsible for the organisation of the training venue, delegate invitations, arrangements and logistics, and audio visual and training aids (as per our specification available upon request).

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