

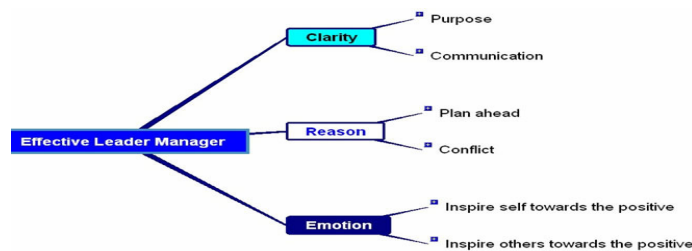
Business Plus

- Leadership and Management Training

2 Day Senior Executive Leadership and Management Training

The management training focuses on the six essential leadership management skills, namely:

1. Develop a **definite goal focus**.
2. To **communicate clearly, persuasively and confidently**.
3. To **intelligently manage** people, and **effectively prioritise** work.
4. To **confidently manage conflict** and handle even your most difficult people.
5. To **self-motivate** with a positive mental attitude and to easily handle your stress.
6. To **inspire others** and create a positive and productive atmosphere.



Take up of the innovative Leadership and Management programme will help equip you with the skills to become a more effective leader. Businesses of all sizes, and in all sectors, can benefit from improved leadership and management that enables:

- A competitive edge
- The development of a more effective, productive workforce
- Improved skills and efficiency in work practices
- Keeping ahead of the pace of change
- Improved staff morale and retention
- Motivating and empowering your people

Personalised guidance will be given on how to consolidate existing skills and improve in areas that will fast track personal development and ultimately boost the performance and competitiveness of your business.

Target audience:

Business leaders and senior managers of organisations that employ between 1 and 250 employees

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Day One - Leadership Management Training:

Morning Session

Introductions

How do you get the best from yourself and others?

Develop the six key leadership management skills

Acting according to principle not mood

How to develop goal focus

The accurate use of language
– clear communication

Distinguish the critic from the cynic

Define your most important ideas

Afternoon Session

How to handle difficult people

Objective/Factual language not emotional

Prepare your message in advance

Reasons vs excuses for not doing it

When to compromise and when not to

Action plan

Day Two - Leadership Management Training:

Morning Session

Time management training

Understanding "deadline pressure" and "value"

Distinguish between being "busy" and being
"productive"

Prioritise work according to its value and deadline
pressure

Handling interruptions and distractions

Proper delegation and correct prioritisation

The 80/20 principle and its application to time
management

Planning ahead

Afternoon Session

Leadership

Positive mental attitude training and how it affects
tangible results

The EDISON success formula

Failure formula

The value of "critical feedback"

Motivation

Turning negative situations into positive

Action plan, final summary close.