Soft Skills for Leadership in Complex Environments

COURSE OUTLINE

COURSE OBJECTIVES:

To provide leaders with a comprehensive leadership and communications toolbox to help them thrive in complex corporate environments. Ideally suited help to those in dynamic, innovative or project-based organisations better manage relationships and stakeholders up, down and across the corporate landscape.

One of the outputs of the workshop will be a personal mission statement around future approach to leadership and communicating.

COURSE PREREQUISITE (S):

None

COURSE OUTLINE:

Day 1

9.00am – Arrivals and Introductions

9.30am – Introduce course objectives & Icebreaker (around personal strengths)

Session 1 – 10.00am -10.45am

Leadership Styles – A facilitated discussion on leadership styles (based on common leadership Theory x,y, transformational vs transactional…)

Morning Tea 10.45am -11.00am

Session 2 – 11.00am- 12.15pm
Communication and influencing styles – Working with stakholders up, down and across the organisation. Case study and discussion

Lunch 12.00pm – 1.00pm

Session 3 - 1.00pm – 2.30pm

Strategic Decision Making – Situational analysis and discussion

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Afternoon Tea 2.30pm – 2.45pm

Session 4 - 2.45pm – 4.15pm
Thinking and acting strategically (Lego Workshop)

Day 2

Session 1 – 9.00am – 9.20am

Icebreaker

Session 2 – 9.20am – 10.30am

Leading effectively without authority – discussion (best suited to delegates working in cross functional teams or matrix organisations)

Morning Tea 10.30am -10.45am

Session 2 – 10.45 am – 12.15pm

Personal agility – What does agility mean to you? -

Lunch 12.15pm – 1.00pm

Sessions 3 – 1.00pm – 1.45pm
Three dimensions of leadership (Personal, Social, Professional)

Session 4 – 1.45pm – 2.30pm
Review of key elements of course

Afternoon Tea 2.30pm – 2.45pm

Session 5 – 2.45pm – 4.15pm
Produce personal mission statement and commitment to action

Close – 4.15pm-4.30pm

COURSE LEARNING OUTCOMES:

Through application and reflection, the delegates should leave the two-day course with a clear understanding of the value of soft skills and practice in applying them. Specifically:

- **An overview of leadership styles and an understanding of own preferred style**
- **An understanding of common communication pitfalls and how to avoid them**
- **An understating of personal level of agility and the need to embrace change**
- **Practical skills around influencing and managing outcomes without authority**
- **An agreed commitment to take action upon course completion**

All sessions can be contextualised to the specific skill set or organisation.