

From Competent Manager to Effective Leader

2 day in-house course that can be tailored

Develop leadership skills by enhancing your communication style and understanding how to harness the energy, enthusiasm and motivation of the people around you.

Overview of course content

Move beyond the processes required to be a competent manager by learning the specific skills and behaviours needed to be an effective leader:

- Identify your leadership style and its impact on others.
- Understand the essentials of leadership.
- Analyse and solve problems both at team and organisational levels.
- Support and develop your team.
- Maximise interpersonal effectiveness.
- Understand different types of conversation and use them effectively in different situations.
- Delegate, coach, set objectives, negotiate and maximise inter-departmental collaboration through effective communication.
- Confidently invest your energy and adapt your mindset to suit different situations.

Key benefits

Learn how to have great conversations with staff, peers and more senior colleagues even when put on the spot!

Gain a better understanding of your style and how to adapt it to inspire and motivate others through effective communication.

Develop an armoury of listening, questioning, verbal and non-verbal communication skills which can be used when dealing with others, both formally and informally.



Duration and format

Two day programme where content can be tailored to specific requirements.

Who is this course for?

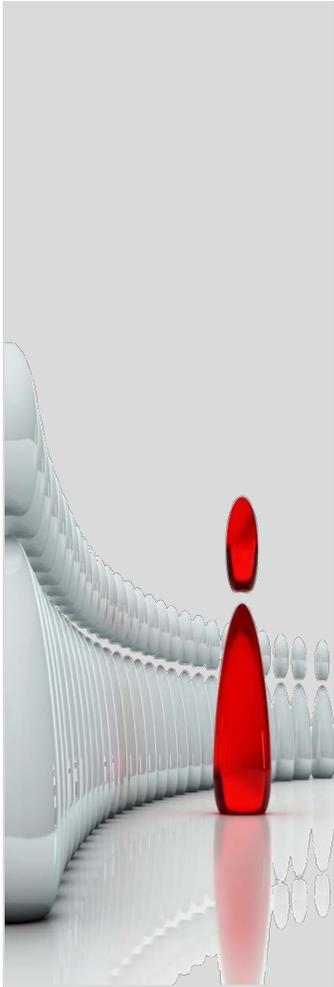
Mid level managers - experienced first line managers and managers of managers.

Managers who want to become effective leaders.

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Additional course detail

How do we do it?



Your leadership style and impact on others

- Compare each of the leadership styles and the effects they have on people and performance.

The essentials of leadership

- Engage and involve your team to achieve strategic objectives.

Problem solving

- Analyse and solve problems both at team and organisational level.

Support and develop your team

- Embrace the performance management process and propel people to the top of their game.

Understanding interpersonal effectiveness

- Interpret the power of body language and emotion in line with our effectiveness.

Different types of conversation - up, down and across

- Maximise effectiveness in different hierarchical situations.

How to have great conversations

- Modify your approach to all conversations and predict what makes them great, and from whose perspective.

Apply exceptional communication skills to:

- Delegation.
- Coaching.
- Objective setting.
- Negotiations.
- Inter-department collaboration.

Where to invest your energy as a leader

- Invest your energy where the greatest opportunities lie and improve performance.

In the moment - the power of now

- Manage situations that make you feel uncomfortable through adopting the right mindset - 'Be Here Now'.

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Additional course detail

Continue and refresh your learning even after the course...

...all attendees on this course receive FREE access to the exclusive 'From Competent Manager to Effective Leader' post course learning area of the Illumine website.

Related Courses

Passionate Leadership	How to lead with passion and for passion.
Effective Change Management	Initiate, execute and manage change effectively.
Better Business Relationships - Colleagues and Stakeholders™	Build long-term success through trust based relationships with other people.

How can I take this programme?

In-house courses - suitable for organisations that want to develop teams or groups of individuals from across the organisation. Programmes can be geared towards your organisation or industry sector with relevant activities, examples and case studies. Discuss your needs with an account manager on **+44(0)1753 866633** or email inhouse@illumine.co.uk

Continuous Development

CPD recognition is awarded on both public workshops and in-house courses, being dependent on the number of hours spent learning. On request Illumine will provide a certificate of attendance for you to use as evidence and attach to your record card.

About Illumine

Illumine Training provides management and personal skills development, focused on developing *better brains for better business*.

The range of courses and workshops is split into six business critical areas and are delivered through:

Public Workshops - 1 and 2 day workshops.

In-house Courses - Specifically for teams or groups from within an organisation, tailoring as necessary.

FIT Sessions - In-house bite-size (90 minute) learning sessions designed by Illumine to maximise learning in the minimum time possible.

Other Options - E-learning, Facilitation, Coaching, Away-days and Speakers.