



## Business Leadership

This one day workshop is designed to assist in the development of your leadership skills. Its purpose is to empower you to achieve your best and effectively lead others in accomplishing goals.

Leadership goes beyond setting goals showing the way and convincing others to follow. It also involves communicating messages that inspire, optimizing time management and establishing pathways to resources. Leaders must navigate alliances enhance their team members capabilities and align the ambitions with needs.

What qualities define a leader? Is it primarily, about traits like confidence and focus?. Does it encompass presence, including charm and compassion? Perhaps it revolves around the ability to create a vision that garners commitment from others? The answer lies in all of these aspects. By embracing the challenge of leadership you will discover that your potential knows no bounds except those you impose upon yourself.

## **Introduction and Overview of the Course**

The initial portion of the day will be dedicated to introductions, among participants. Providing an overview of what will transpire during the workshop. Additionally each individual will have an opportunity to identify their learning objectives.

## **About the Learning Organization**

Lets delve into the concept of a learning organization, in the session. Is your company fostering a culture of learning among all employees? How can it promote growth and development?

## **Achieving Personal Mastery**

Moving on we will explore strategies to identify our strengths and determine our desired direction in achieving personal mastery.

## **Analyzing Our Mental Models**

We often shape our realities unknowingly. During this session we will discover methods to examine and modify our models.

## **Achieving a Shared Vision**

To foster commitment within a team we will discuss ideas for building a shared vision. Additionally we'll explore a model that can guide teams towards independence.

## **Team Learning**

Next on the agenda is team learning. We'll explore the role of leadership within teams. How to facilitate discussions that lead to consensus.

## **Systems Thinking**

Taking a systems thinking approach this session will delve into cycles and their impact, on team efficiency.

## **Understanding Leadership**

Participants will study Paul Hersey and Ken Blanchards Situational Leadership II® model in order to gain an understanding of four leadership profiles. During the program participants will have the opportunity to delve into their personal leadership style. They will also gain insights into leadership. Examine leadership

within an organization through various practices such as onboarding orientation and performance management.

### **Five Practices**

A focal point of this session will be exploring five leadership practices identified by experts James Kouzes and Barry Posner. Through engaging exercises and group discussions participants will delve into these practices.

### **Building Trust**

To kick off the workshop we'll examine the relationship between trust and performance along with ways in which leaders can foster trust among their team members.

### **Managing Change**

Another important aspect covered in this program is change management. Participants will learn strategies for guiding groups through transitions. They'll have a chance to apply their learning points to both change scenarios and case studies.

### **The Four Room Apartment**

Psychologist Claes Janssen compares the process of change to moving from one room to another in a four room apartment. This session will delve into the aspects of Janssens theory.

### **Time Management Tips and Tricks**

Furthermore participants will gain valuable time management tips and tricks that can help them organize their workspace better conquer email overwhelm and enhance overall time management skills.

### **Managers vs. Leaders**

Participants we'll explore the distinctions between managers and leaders during a session. Participants will gain insights, into how these roles differ from each other.

### **Different ways of learning and thinking**

Understanding learning styles both your own and those of your colleagues is crucial. Most individuals have learning styles. May employ different ones in various situations. This session will delve into these styles.

### **Strategies for influencing others**

At the heart of leadership lies the ability to influence people. This session will provide participants with techniques for persuading individuals to embrace change. We will also explore Robert Cialdinis strategies for influencing others.

### **Managing relationships**

The final part of this session will examine aspects of relationships including the cycle they go through leading teams through conflicts and effectively managing stress.

### **A straightforward problem solving approach**

During this workshop we will introduce a systematic problem solving process that can be applied in any situation. Moreover participants will have an opportunity to put these steps into practice by addressing a problem.

### **The art of planning**

In this segment participants will gain insights into the SWOT technique—a tool used to identify strengths, weaknesses, opportunities and threats pertaining to individuals organizations, products/services or processes.

### **Mastering delegation skills**

To enhance delegation skills among participants this session offers exercises such, as group activities and role plays. In this workshop participants will have the opportunity to explore the levels of delegation.

### **Criteria for Useful Feedback**

They will also receive tips, on providing feedback and learn various techniques for giving constructive criticism.

### **Mastering Your Body Language**

The session will cover the significance of body language and vocal tone, in communication emphasizing how they can impact the meaning of our words. Participants will gain insights into mastering these signals.

### **Meeting Management**

Another important topic covered in this workshop is meeting management as participants discover strategies to maximize productivity during meetings.

### **Pumping Up a Presentation**

The workshop will also equip participants with seven steps to enhance their presentations and engage their audience effectively.

### **Personal Development**

Towards the end attendees will reflect on their personal development journey by reviewing pre assignments and identifying steps.

### **Workshop Wrap-Up**

As a wrap up activity there will be a session where students can ask questions and create actionable plans for themselves.

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