

Leadership: styles & skills



Overview:

The effective supervisor establishes a work climate that encourages employees to contribute to their organization's goals. This training will teach you how to recognize individual differences in your staff, analyze situations, apply appropriate leadership styles, and develop staff to assume delegated responsibilities.

Learn:

The first part of this training will teach you the supervisory skills of judgment, problem solving, coaching, mediating, and planning. The second part of the training will teach you specific and advanced techniques in the use of authority, prestige, influence, and power. Through experimentation with different leadership patterns, participants will also learn the importance of goal setting, responsiveness, and giving and receiving feedback.

By this program's completion, you will be able to increase employee productivity through effective motivation, training, and communication.

Objectives:

- ❖ Understand the essential managerial functions and responsibilities and how most of us learn to supervise.
- ❖ Participate in supervisory style surveys to determine your own personal leadership style.
- ❖ Explore the strengths and weaknesses of your style and that of others.
- ❖ Learn techniques for responding to the individual motivations of your staff by developing a positive environment.
- ❖ Enhance your communications skills through active listening and positive feedback.
- ❖ Know how to turn conflicts into positive team-building opportunities.
- ❖ Practice analyzing situations and applying appropriate leadership styles to solve problems.
- ❖ Develop the skills necessary to build a staff able to assume delegated responsibilities.
- ❖ Translate what you have learned into action.



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Outline:

What is a Manager and a Manager's Job?

- A. Managerial Functions And Responsibilities
- B. How Most Of Us Learn To Supervise
- C. Dangers Of Following The Leader

Developing a Supervisory Style

- A. What Is Style?
- B. How Do Supervisory Styles Develop?
- C. The Fallacy Of A Do-It-Yourself Style
- D. What Is Important In Any Working Relationship?
- E. What Kind Of A Boss Are You?
- F. Motivation vs. Skill: Recognizing The Difference

Leadership Characteristics Or Effective Administrator

- A. Deciding How To Lead
- B. Comparison Of Leadership Styles
- C. Influence And Leadership
- D. Leadership -- 20 Factors And How You Measure Up

Motivation

- A. Responding To The Individual Motivations Of Your Staff
- B. Developing A Positive Motivational Climate
- C. The Role Of Training And Professional Development

Choosing An Effective Leadership Style

- A. The Autocratic Leader
- B. The Bureaucratic Leader
- C. The Diplomatic Leader
- D. The Participative Leader
- E. The Free-Rein Leader

Enhancing Your Communication Skills

- A. Sharpening Your Main Tool: Active Listening
- B. The Basics Of Clear Communication
- C. The Power Of Positive Feedback
- D. Turning Conflict Into A Positive Team-Builder
- E. How Your Expectations Influence The Results

Action Plans And Summary