

Developing leaders and organisations to their full potential™

EFFECTIVE LEADERSHIP DEVELOPMENT®

Managers with highly developed leadership skills provide organisations with a true and lasting competitive advantage.

The Effective Leadership Development® Course is designed to build on the key leadership attributes within delegates while concentrating attention on the achievement of core business objectives.



Experience the LMI® difference



This LMI® course is designed to help participants:

- Enhance leadership capabilities
- Improve delegation skills
- Develop communication skills
- Increase self-confidence
- Improve time management
- Handle and prevent problems with people
- Train, motivate and develop to a higher level of productivity



MODULE ONE

Concepts and overview workshop

What is Success?
Importance of Attitude
Developing Potential Workplace Goals
Self-evaluation exercise

MODULE TWO

Successful Leaders are Made - Not Born

Building on the Base of Success
The Slight Edge
The Purpose of Leadership
Development
The Definition of Success

MODULE THREE

Improving Results Through Better Time Management

The Value of Time
Managing Your Time
Managing The Time of Others
Maximising Time Use
The Benefits of Time Management

MODULE FOUR

Exercising Authority Effectively

The Source of Authority
A Positive Approach to Discipline
Planning, Preparing, and Preventing
Accountability
Taking Corrective Action
“Tell Me About It” Coaching Process
Handling More Serious Problems

MODULE FIVE

The Art of Delegation

What is Effective Delegation
Attitudes for Delegation
Levels of Delegation
Feedback on Performance
Upward Delegation

MODULE SIX

Mid Course Review

Assessment of Process
Review of Key Concepts and Their Applications
Finalisation of Mid Course Review

MODULE SEVEN

Effective Communication is a Leadership Essential

Communication Really is a “Two Way Street”
Communicators are Made Not Born
Understanding Yourself
What Motivates People
Attitudes for Improving Communication Skills
The True Value of Downward Communication
Upward Communication is a Win Win

MODULE EIGHT

Motivating People to Produce

Understanding Motivation
Traditional Methods of Motivation
Attitude Motivation
Using The Power of Informal Groups
Developing a Motivation Plan

MODULE NINE

Preventing and Solving Problems

Opportunity in Every Difficulty
An Ounce of Prevention
Attitudes for problem Prevention
Defining The Problem
Separating Organisational and Personal Problems
Productive Handling of Problems involving people
Dealing with Irrational Behaviour

MODULE TEN

Developing People's Potential

The Key to Increased Productivity
Training and Developing The Right People
The Benefits of Training and Developing People
Principles of Learning
The Development and Training process
Your Attitude toward Training and Development
The Manager and The Bottom Line

THE UNIQUE LMI PROCESS

- Specific workplace goals for learning and performance improvement are established in consultation with the participant and Company management
- Individual support from the LMI® Coach guides the participant's “on the job” application of the learning to the accomplishment of the goals
- Complete resource materials allow multi-sensory learning and regular review
- Nine interactive modules are facilitated in convenient weekly workshops
- Each workshop concludes with application and action steps to produce measurable results
- LMI's unique online feedback system monitors real time progress
- Mid and post-course reviews are conducted by the LMI® Coach with the participant and their chosen manager/mentor
- Participants present key results and a summary of accomplishments at a special graduation meeting