



Arabian Institute For Training

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# Managing Self and Leading Others

## Why Attend

- This course is designed for supervisors, managers, and individuals at any level within the organization, looking to sharpen their leadership capabilities, aspiring to learn more about themselves and interested in using their influencing skills to manage and lead others. The course takes the participants on a journey of self-discovery and self-reflection and teaches them strategies and skills that will make them shine and thrive in their jobs as well as in their personal lives.

## Course Methodology

- This course uses self-assessment tools to diagnose, discover and explain the participants' ability to manage and lead others. Group presentations, discussions, role-plays and case analyses will also be used.

## Course Objectives

By the end of the course, participants will be able to:

- Recognize strengths and blind spots in themselves and others
- Increase their self-awareness for better self-management
- Plan and set goals and directions based on values and aspirations
- Earn trust and get results with leadership coaching
- Influence others from a position of authority, even without formal authority
- Lead for long-term results

## Target Audience

- This course is ideal for new or experienced supervisors and managers in any function within the organization, as well as for individuals who want to become better at understanding and managing themselves and lead others. The course is also perfect for those looking for a refresher course, new perspective or inspiration on the course subject.
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## Target Competencies

- Personal and organizational effectiveness
- Working productively with peers, managers, subordinates and others
- Communication skills
- Empathetic listening
- Planning and goal setting
- Self-Awareness
- Coaching skills
- Influencing skills
- Persuasion skills
- Leadership skills

### Self-awareness: a point of departure

- Assessing your self-awareness
- Why increase your self-awareness
- How to increase your self-awareness
- Self-awareness questionnaires
- Emotional intelligence questionnaire
- Interpersonal needs questionnaire (FIRO-B)
- Assertiveness questionnaire
- The 'big five locator' questionnaire
- Cognitive style questionnaire
- Summarizing your self-awareness profile

### Self-management: clarifying values, setting goals, and planning

- What is meant by self-management
- Self-management, personal and social skills
- Self-management skills and lifelong learning
- How well do you plan and set goals
- What are your values
- Personal goal setting
- Personal mission statements
- Strategies for effective goal setting

### Leading others with active coaching

- Characteristics of an ideal coach
  - How a good coach is described
  - 7 masterful coaching personality traits
  - Myths and realities
  - Seven communication principles for coaching
  - Gather good information with EARS
  - Good habits of effective listeners
  - Leadership coaching styles: What kind of a coach are you?
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## Persuading others with tact and diplomacy

- Definition of 'Persuasion'
- Persuasion strategies: Credibility
- Persuasion strategies: Logical Reasoning
- Persuasion strategies: Emotional appeal
- Improving your persuasive skills
- Persuasive skills in formal presentations
- Persuasion versus negotiation
- The art of persuasion: thirty proven tips and techniques

## Transforming others with influence and inspiration

- Transformational leadership defined
- Transformational leadership and charisma
- A model of transformational leadership
- Transformational leadership factors
- Transactional leadership factors
- Other transformational perspectives
- How does the transformational approach to leadership work



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