



Arabian Institute For Training

Certificate in Leadership

INTRODUCTION

- Leadership begins with understanding who we are as people before we can gain acceptance as a leader of others. Knowledge of self through feedback, reflection and behaviour modelling is as important as knowledge of those that we lead or the organisation that we represent.
- As we master our own thinking and emotions, we can enhance our ability to lead others, acting as a role model and someone that others seek to follow. Through this Certification training seminar in Leadership, you will learn about yourself – how you think, how you perceive the world and how others perceive you, how you communicate and how you can enhance your communication skills - and through that process you will learn how to influence and lead others more skillfully.
- You will also learn about becoming a transformational leader. This entails knowing how people change and how to overcome resistance using a range of organisational development tools.

OBJECTIVES

By the end of this Certification training course you will have learned to:

- Enhance your personal leadership skills
- More effectively manage your thoughts, beliefs, focus and actions
- Understand the impact of your values on your actions
- Build confidence, enthusiasm, persistence, resilience and courage
- Create vision and goals that drive enthusiasm and commitment
- Communicate with greater clarity and persuasion
- More effectively control how you appear to others and as a consequence effectively influence desired behaviours in them
- Know the stages of change and identify ways to thrive in times of change
- Unlock your potential to inspire change
- Use the tools of organisation development to diagnose and change your organization

TRAINING METHODOLOGY

- Participants in this Certification training course in Leadership will receive thorough training on the subjects covered by the outline with the instructor using a variety of proven adult learning teaching and facilitation techniques. Course methodology includes self and employee assessment diagnostics, video presentations, case studies and participative discussions.
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ORGANISATIONAL IMPACT

- Your organisation will benefit from leaders who return with knowledge of how to control their own emotions and behaviour and harness a positivity towards events and opportunities that will inspire others to engage more fully and improve their performance. In summary, your organisation will benefit from:
- More effective employees who are in control of their behaviour and work contribution
- A strengthened employee focus on goal achievement
- Improved organizational communications
- Enhanced employee leadership skills
- Increased levels of motivation
- Higher levels of productivity

PERSONAL IMPACT

This Certification training course will give participants the confidence, energy and skills to challenge themselves towards higher performance specifically they will develop:

- Sharper focus on valuable goals
- Greater self-understanding
- Increased personal resilience and courage
- Increased ability to achieve success
- Improved communication skills
- Enhanced leadership skills
- Greater levels of personal productivity

WHO SHOULD ATTEND?

- This Certification training course in Leadership is valuable for all people who need to manage people and performance - experienced, new or prospective.

It is suitable to a wide range of professionals but will greatly benefit:

- Supervisors
 - Team Leaders
 - Team Managers aspiring to become leaders
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Course Outline

You, the Leader Self-Mastery, Reality and Responsibility

- Taking Charge of Your Mind – Self-messaging for Successful Leadership
- Transactional vs. Transformational Leadership
- Understanding the Emotional Loop and Applying the Shadow of the Leader Concept - Being an Inspirational Role Model
- Gaining Power and Freedom by Taking Responsibility - Challenging Self-limiting Beliefs and Defensive Routines
- Using Emotion to Drive Action - Harnessing the Power of Enthusiasm
- Strengthening Your Courage and Developing Your 'grit' and Resilience

Building the Future Vision Plus Integrity – Preparing the Foundations for Future Success

- The Changing Role of the Leader in a VUCA World
- Creating a Powerful Vision that is Linked to Your Stakeholders
- Analyzing the Impact of Values on Your Vision and Your Leadership Style
- Setting BHAGs – Big Hairy Audacious Goals
- Operating with Personal Integrity

Working with Different Styles and Models of Leadership Leadership – Applying Self Leadership to the Leadership of Others

- Understanding the Importance of Emotional Intelligence – Analysing Your Own Levels
- Moving to a New Model of Empowerment
- Recognizing 21st Century Leadership Skills
- Using the Power of 'Servant Leadership'
- Investigating Theories of Motivation – Exploring Motivation and Creating a Motivational Climate

Introducing and Managing Change Breaking the Mould – Transformational Change through Leadership

- What if? Challenging the Role of the Organisation / Division
- Using Techniques to Think Differently about your Team's Role

How it Feels to go through Change

- Learn from Experiences of Positive Change – Personal and External Case Studies
 - Identify the Classic Reactions to Change and How to Respond (or not) to them as a Leader
 - Separate Emotion from Cognition in Change
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Key Features of Successful Transformational Change and Models of Change

- Understand the Nature of Change by Learning a Range of Change Models
- How can you use these to proactively understand “What to do now and What will probably happen next” in a Change Process

Communicating For Success – Mastering the Power of Self-Expression

- Creating Powerful Oral Communication – Learning from the Fields of Sales, Persuasion and NLP
- Stories for Change - The Structure of a Great Story
- Utilizing Active Listening Techniques to Value People and Manage Them through Change

Building and Influencing Culture through Organisational Development Adopting New Techniques to Lead Efficiency Improvements

- Process Management
- LEAN
- Balanced Scorecard

Adopting New Techniques to Lead Culture Change Diagnosis

- Porter’s 5 Forces Model
- McKinsey 7S Model
- Culture Assessments – Gallup Q12
- Introducing 360 Feedback
- Intervention

Appreciative Enquiry

- Storytelling
- Agile Methodology

Influencing Others for Results and Managing Yourself Use the Secrets of Influencing To Lead Others

- The Six Keys to Persuade and Influence
 - Use The PROVE Model to Influence Effectively
 - Use Leadership Power Effectively and Appropriately
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Managing Your Levels of Energy and Stress

- Be Able to Recognise When Your Body and Mind are Becoming Unproductive
- Practice Short, Sharp Activities to Re-energise Yourself and Your Team
- Become a Self-management Role Model for Your Team

Developing Your Plan to Take Control and Reinforce Self Leadership Good Practice

- List Your “Stop, Start and Continue” Resolutions
- Partner with a “buddy” on the course for mutual reinforcement of agreed changes



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