



**British Training**

**Leadership Excellence - Essential Skills for Effective Management  
Training Course**

**#LD8524**

# **Leadership Excellence - Essential Skills for Effective Management**

## **Training Course**

### **Introduction:**

Leadership and management are the cornerstones of organizational success, shaping the future of teams and driving sustainable growth. At British Training Center, we understand the importance of equipping professionals with the essential skills to navigate complex challenges and inspire excellence. This training course, Essentials of Leadership and Management, is designed to provide participants with a comprehensive understanding of core principles, practical tools, and strategies to excel in their roles. Whether you are an emerging leader or an experienced manager, this program will empower you to unlock your potential and lead with confidence.

### **Training Objectives and Impact:**

#### **By the end of this program, participants will be able to:**

- Understand the fundamental principles of leadership and management.
- Develop effective communication skills to inspire and motivate teams.
- Apply strategic thinking to solve problems and make informed decisions.
- Build high-performing teams through collaboration and trust.
- Utilize emotional intelligence to enhance workplace relationships.
- Implement time management and prioritization techniques to boost productivity.
- Foster a culture of innovation and continuous improvement within their organizations.

### **Targeted Competencies and Skills:**

- Strategic Leadership.
- Effective Communication.
- Decision-Making and Problem-Solving.
- Team Building and Collaboration.
- Emotional Intelligence.
- Time and Resource Management.

### **Target Audience:**

#### **This program is tailored for:**

- Aspiring leaders seeking to build a strong foundation in leadership and management.
- Mid-level managers aiming to enhance their leadership capabilities.
- Team leaders looking to improve team performance and collaboration.
- Professionals transitioning into managerial roles.
- Entrepreneurs and business owners who want to lead their organizations effectively.

## **Course Content:**

### **Unit One - Foundations of Leadership and Management:**

- Defining leadership vs. management: key differences and similarities.
- The evolution of leadership theories and styles.
- The role of a leader in shaping organizational culture.
- Core management functions: planning, organizing, leading, and controlling.
- The importance of self-awareness in leadership.
- Case studies of successful leaders and managers.

### **Unit Two - Effective Communication and Influence:**

- The art of active listening and its impact on leadership.
- Delivering clear and concise messages to diverse audiences.
- Building trust and credibility through transparent communication.
- Techniques for giving and receiving constructive feedback.
- Overcoming communication barriers in the workplace.
- The role of non-verbal communication in leadership.

### **Unit Three - Decision-Making and Problem-Solving:**

- The decision-making process: from analysis to implementation.
- Tools and frameworks for effective problem-solving.
- Balancing data-driven decisions with intuition.
- Managing risks and uncertainties in decision-making.
- Collaborative decision-making: involving teams for better outcomes.
- Case studies on decision-making in high-pressure situations.

### **Unit Four - Building and Leading High-Performing Teams:**

- Understanding team dynamics and stages of team development.
- Strategies for fostering collaboration and trust within teams.
- Identifying and leveraging individual strengths in a team setting.
- Managing conflicts and resolving disputes effectively.
- Motivating teams to achieve shared goals.
- Creating a culture of accountability and ownership.

### **Unit Five - Emotional Intelligence and Time Management:**

- The five components of emotional intelligence and their relevance to leadership.
- Managing emotions in high-stress environments.
- Building empathy and understanding team members' perspectives.
- Prioritization techniques for effective time management.
- Delegating tasks to maximize productivity and team growth.
- Balancing professional and personal responsibilities for sustained success.