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## ***Leadership and Personal Excellence Programme***

Today's tough business environment demands that we get the best out of ourselves and those around us. This demands certain personal qualities to be effective. We need to be confident, decisive, strong communicators, good with people, able to sell change and coach others to higher levels of productivity.

The Leadership and Personal Excellence Programme is designed to challenge you to move beyond your comfort zone and achieve new levels of performance.

### **Key Objectives:**

- **Leadership Skills.** Develop the qualities that inspire others. Influence, empower and coach others to higher levels of performance.
- **Communication Skills.** Sell my ideas more effectively. Develop my listening skills to better understand other people's perspectives. Strengthen my presentation and facilitation skills.
- **Flexibility.** Lead change. Develop greater flexibility. Create opportunities, implement new ways of working. Improve your focus, attention and memory.
- **Interpersonal Skills.** Deal more effectively with a diversity of people. Build stronger business relationships, motivate and lead others more effectively.
- **Performance Coaching.** Raise the bar for my team self. Recognise under performance and take positive steps to coach higher levels of productivity. Implement new ways of working.
- **Team-Building.** Build a high productive team around me. Set goals and encourage productivity and performance improvements.
- **Positive Attitude & Enthusiasm.** Be an inspiration to others. Operate at peak performance. Set and accomplish goals – change intentions into commitments. Form new plans of action. Know how to control your attitude and stay positive.
- **Manage Time, Pressure and Stress.** Stay focussed and productive under pressure. Maintain the correct balance between work and home. Learn how to respond when pressure turns to stress.
- **Expand Your Comfort Zone.** Develop more poise, self-belief and self-confidence, particularly under pressure and in new situations. Develop more of your personal potential. Unlock the talents that lie within you and reach new levels of performance.

**Programme Duration:** One 3.5 hour meeting each week for 8 weeks.

Participants and their line manager are personally interviewed prior to the programme in order that specific and measurable behaviour and skill development objectives are documented. Feedback and ongoing evaluation is maintained throughout the project against the agreed development objectives. Post programme coaching and support is available.

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## **Programme Outline**

- Laying the foundations for personal and business success.
- Understanding myself and the impact of attitude.
- Building productive relationships.
- Recognising the impact of attitude towards business change, my job and towards others.
- Staying focussed on profitable action.
- Building a winning team.
- Dealing with different personalities and challenging people.
- Realising the power of involvement and recognition.
- Communicating powerfully.
- Coaching for improved performance.
- Building and maintaining enthusiasm, morale and motivation.
- Managing pressure and stress.

