



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Leadership Skills

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

Participants will learn critical leadership skills so that they are able to step forward with confidence as a leader in their organization. They will develop practical, necessary skills such as managing their time well, communicating effectively, and delegating work to others. Participants will also learn what great leaders know: how to hire the right people, how to facilitate productive meetings and handle conflict among team members, and how to coach people to give their best job performance.

Target Audience

This course is intended for:

- A wide range of first-time managers.

Prerequisites

There are no prerequisites for this course.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Position themselves to lead.
- Build a winning team.
- Lead with confidence.



Microsoft Partner

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Course Topics

Module 1: Position Yourself to Lead

- Understand the Changing Role of Supervision
- Build Your Confidence and Self-Esteem
- Lead Organizational Change
- Manage Your Time
- Communicate Effectively

Module 2: Build a Winning Team

- Delegate to Succeed Through Others
- Coach to Improve Performance
- Conduct Valuable Performance Reviews
- Build a High-Performing Team
- Select and Hire Winners

Module 3: Lead with Confidence

- Facilitate Productive Meetings
- Manage Conflict
- Create a Motivating Environment
- Establish Goals and Action Plans
- Earn Followers in Your Leadership Role

ACTIVITIES INCLUDED



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