

Key Leadership Tools


At work, it is possible to become eligible for a function where we have to lead other people. In order to be respected by old & new colleagues, the boss, the customers, the partners, the suppliers and the rest of the company, it is imperative to have the correct mindset and the right tools.

What is in it for me in this workshop?

 Defining goals, tasks and instructions

 Giving positive and developmental feedback on performances

 Handling inappropriate behaviors

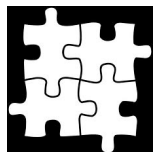
 Motivating team members

 Helping team members regain self-confidence

 Managing priorities & Delegating



Understand





Integrate



Practise

Key Leadership Tools Agenda

DAY 2

-  Setting SMART goals
-  Giving instructions - Defining tasks
-  Building performance indicators





Subgroup Discussions

-  Bad listening habits
-  Active listening





Role Plays/ Exercises

-  Positive Feedback on performances
-  Developmental Feedback on performances





Tools, Models, Methods

DAY 3

-  Motivating team members
-  Dealing with lack of self-confidence



Illustrative Videos

-  Managing priorities as a Leader
-  Delegating in the right conditions



Role Plays/ Exercises

-  Challenging interactions
-  Handling inappropriate behaviors