

Leadership Skills for Executives

Course Code: AS211

Department: Advanced Skill

Description

Leaders are needed, and found in all aspects of our daily life, from the workplace to the school ground; and from the social club to government. When Leadership is good, there is an increased probability of things being achieved with greater efficiency, and a higher level of satisfaction amongst all concerned. Good leadership is however not something a person is born with.

Certain personal traits, such as Self-confidence, may give some an advantage over others; but effective leadership requires more than simply a forceful personality that is capable of dominating everyone else.

This 10 hours course will help you to understand how to apply several ideas of leadership skills and strategies in several fields. This course will concentrate more on effectiveness when applying leadership rather than leadership theories.

Objectives

By the end of this course, you would be able to:

- Describe and define the nature and scope of Leadership.
- Determine the qualities which are required in a leader, in different leadership situations, including the workplace, recreation industries and developmental applications.
- Manage interpersonal relationships in support of effective leadership.
- Communicate leadership messages effectively to those you lead.
- Explain methods that may be used for effective team building by a leader.
- Select appropriate thought processes to follow in order to deal with different leadership problems.
- Lead teams through innovative and creative processes.
- Identify and practice techniques for developing and maintaining self-esteem.
- Identify the difference between Leaders and Managers
- Identify ways to prioritize, plan and manage their time.
- Identify their primary leadership style and techniques for maximizing that style.
- Develop flexibility to use other leadership styles.
- Search for ways to overcome communication barriers.

- Determine ways they can meet the needs of employees and co-workers through communication and coaching.
- Explore ways to engage in productive rather than toxic debate, and to make conflict a powerful force for creative, well-rounded solutions to problems.

Outline

There are 6 Parts in this course:

1. Introduction to Leadership (nature and scope of leadership)
1.1 Defining leadership
1.2 How will you be remembered?
1.3 Leadership riddle
1.4 Leadership race.
1.5 Are you good enough to lead
1.6 Difference between leaders and managers
1.7 Situational leadership model
1.8 Leadership Styles and its adaptability

2. Leadership Characteristics/Qualities
2.1 The perfect leader
2.2 Leader as a role model.
2.3 The leader's values
2.4 Courage and leadership
2.5 Popularity versus respect and earning respect
2.6 Attitude determines your altitude
2.7 Be positive, ambitious and unreasonable
2.8 Achievement

3. Private Victory
3.1 Character and personality ethics
3.2 Understanding your own paradigm
3.3 Be proactive
3.4 Begin with the end in mind
3.5 Put first thing first

4. Public Victory
4.1 Think win / win
4.2 Seek first to understand, then to be understood
4.3 Synergize

6. What's New About Leadership

6.1 Leadership is earned not given

6.2 Leadership is about performance, not position

6.3 Leadership is a profession, not a calling

6.4 The challenge of control.

6.5 Lead by consent

6.6 Find your context

6.7 What successful leaders do

5. Leading the organization

5.1 Manage your employees

5.2 Dealing with conflict and difficult issues

5.3 Resource management

5.4 Types of team members (Collaborators, Communicators, Challengers, Contributors)

5.5 Team Leadership : Choose your team

Minimum Qualification of the lecturer: Minimum three years of experience in a leadership role and a master degree.

Duration: 10 hours

Fee:

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