PROFESSIONAL LEADERSHIP
Training Course Outline

SPARTAN
Allied Services
Deliver Results – Create Value

Program Overview

Successful organizations are those that have a largescale approach to talent and performance management who are able to link tools, systems, people and processes together to motivate employees to work at their greatest, keep them aligned with the corporate objectives, and build future leaders throughout the enterprise. This course will help manager build their confidence and gives you a toolkit of essential skills and techniques that can be applied immediately back in the workplace. This will also help manager and supervisors to get the best performance from the people they are trusted to lead by managing people, priorities, and projects more productively. The success or failure of any organization is closely linked to the application of both the 'hard' and 'soft' skills within sound management principles. Managing and supervising people can be a daunting experience, as the list of responsibilities are endless, from leading and motivating your team to dealing with difficult people and managing poor performance. Upon returning to work, you will feel more confident in your management abilities and about motivating your team.

This program is one of the company's comprehensive leadership development training programs. This will teach you how to stop managing and start leading; and, as a result, make you a vital part to your organization's future. Investing in leadership training will help build your team's management fundamentals, which will ensure you are more than likely to have a bright career path ahead of you

Duration

1 – Day Program

Learning Objectives

At the end of the 8-hour Program, participants will be able to:

- Better understand the role of leaders in achieving organizational goals;

- Learn how to manage a performance discussion to improve the performance of your team

- Learn how to use time management and delegation effectively

- Learn how to motivate, manage and lead your team to deliver results

- Learn how to deal more effectively and confidently with conflict situations

- Learn how to lead and not manage

- Learn to communicate better to empower teams and influence people towards better performance.

- Know why people perform like they do – however positive or negative

- Learn how to accept change in different levels of organization.

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Target Audience

Our Leadership Training programs benefits anyone who interacts with internal or external customers, project team leaders, employees who serve on teams or managers who want to enhance other skills through team leadership development in order to achieve outstanding results.

Project Structure and Outline

The Program is delivered using a combination of instructor-led lectures, case study and exercises on practical implementation of the concepts discussed within the training. The topics presented below are very practical and participants will be able to immediately apply these models at their workplace.

- **Laying the Foundation - Management and Leadership**

  - ✓ What is Management? What is Leadership?

  - ✓ Analyzing Leadership Behavior

  - ✓ Analyzing different management styles

  - ✓ Understanding which part of an employee's behavior is acceptable and unacceptable in the business.

- **Delegation**

  - ✓ Effective delegation - empowering yourself and your team

  - ✓ Responsibility, authority and accountability

  - ✓ What and when should you delegate

  - ✓ Workshop

- **Plan, organize, lead and control**

  - ✓ Improving performance through effective objective setting

  - ✓ Leading people, you used to work alongside with

  - ✓ Long-term control – the most difficult managerial task

  - ✓ Workshop

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- **Performance Management**
  - ✓ The performance management system
  - ✓ Responding to poor performance
  - ✓ Conducting a performance interview
  - ✓ Workshop

- **Managerial decision making**
  - ✓ Procedures in the decision making process
  - ✓ Idea generating tools

- **Effective communication and people skills**
  - ✓ Communicating more clearly and assertively in a team.
  - ✓ Giving your team constructive feedback
  - ✓ Five ways of handling conflict

- **Motivating the team**
  - ✓ Problem Solving techniques
  - ✓ Warning signs of team trouble
  - ✓ Keeping your team on track
  - ✓ Discussion on how different people react to change and how employees, middle and upper management are affected by change.
  - ✓ Workshop

Why Choose SAS Management Inc.

We Deliver Results

SAS Management Inc. has consistently proven its capability to deliver and exceed our clients' expectations. We are the only PEOPLECERT© Accredited Training Organization (ATO) in the Philippines. Our pool of consultants and trainers are seasoned industry veterans who have above average qualifications and certifications such as Business Management, Process Improvement, and Organizational Development Programs.

We Create Value

SAS Management Inc. believes in ensuring that our services meet the intended needs of our clients. To us, it is more than just providing training and consulting but rather ensuring that these are the things that our clients really need. This is why SAS Management Inc. is probably the only training provider that does a thorough needs assessment prior to providing a proposal. Our goal for every proposal is to CREATE VALUE for your organization.

SAS Management, Inc. is affiliated and endorsed by the following organizations:

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