

## COURSE OVERVIEW

# Dare to Lead

## OVERVIEW

*Dare to Lead* will help you understand the common qualities and best practices shared by all strong leaders.

This leadership program will help you develop superior skills and greater confidence in dealing with the challenges of leading people and processes to deliver higher levels of performance across your organization.

## LEARNING OBJECTIVES

- What is a leader and how to become an effective one
- Match your leadership style to your group and its challenges
- The leader's approach to creative thinking and sound planning
- Creating and communicating your leadership vision
- Communicate like a leader ... when you speak, write and listen
- Coaches and their teams: The vital connection
- How leaders create and empower their teams
- Proven strategies to motivate and inspire your team

## COURSE HIGHLIGHTS

### **What is a leader and how to become an effective one**

- Identify the characteristics a successful leader possesses and measure your current strengths and limitations as a leader
- Separate management skills from leadership competencies—and learn when each or a blend of both is necessary to lead people effectively
- Develop the core competencies needed for successful leadership
- Gain the support of others using trust, credibility and ethical behavior

### **Match your leadership style to your group and its challenges**

- See what leadership styles are and what they can do for you
- Apply a leadership style that exactly matches your group
- Take action and direct others with a leader's confidence
- Recognize the obstacles that can shape your leadership choices

### **The leader's approach to creative thinking and sound planning**

- See how you reason ... and learn to strengthen your thinking
- Think with your long-term goals and objectives in mind
- Find practical solutions and avoid run-of-the-mill thinking habits
- Trust your leadership "gut" and make your existing knowledge work for you

### **Creating and communicating your leadership vision**

- Test your vision for your organization and make it stronger
- Compare your vision against your company's needs
- Communicate your vision in a way so that others will accept it
- Create a vibrant, lively and dynamic vision

### **Communicate like a leader ... when you speak, write and listen**

- Communicate like the leader you want to become
- Use the communication tools that get the results you want
- Motivate and inspire with your communication
- Talk and write like a leader

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### **Decision-making skills for effective leaders**

- See how you really make decisions ... and how to improve
- Decide the best way to make choices, with whom, when and how
- Use the best decision-making tools
- Grade your decision-making effectiveness

### **Coaches and their teams: The vital connection**

- Rate your present coaching effectiveness
- Change how you coach for the better
- See how to motivate and respond to your team

### **How leaders create and empower their teams**

- Use your team understanding to make your group its best
- Set up guidelines for when and how to delegate
- Capitalize on your team members' talent and drive, while still directing the outcome
- Embrace change and make it work for your team
- Handle the tough times that come in all coaching situations

### **Proven strategies to motivate and inspire your team**

- Motivate your group in a way that matters
- Match your motivation and inspiration to your goals and objectives
- Teach your team to thrive through self-motivation
- Find new ways to move others to greater accomplishments

### **Be a leader in performance management**

- Grade your performance management practices and kick them up a notch
- Use employees' strengths and motivation to increase productivity
- Root out substandard performance and its causes
- Use criticism to support and grow rather than to demean and demoralize

### **What every leader must know about personnel law**

- Know the legal issues of hiring, managing and terminating employees
- Handle problem employees ... and employees with problems
- Be right when it comes to personnel records and the law
- Raise productivity and improve morale by answering worker-safety issues

### **Leading when faced with negativity, difficult behavior and problem employees**

- Know the most common performance problems and the best way to respond to each
- Rate and correct bad performance and behavior
- Set up a fair and effective discipline program based on employee responsibility
- Terminate employees in a way that everyone can move forward quickly and without backlash

## TRAINING DELIVERY

- Pre-training: Tailoring and customization of content
- Delivery of training using presentation, small group exercises, case studies, role-plays, games, etc.
- Post-training: Follow-up within 30 days to review information, provide coaching, set goals, etc. (optional)