

Course Outline

Day 1

Self-Mastery, Reality and Responsibility

- Controlling your Thoughts and your Actions - Taking Charge of your Brain
- Shifting Paradigms to Bring Success
- Tapping the Power of the Emotional Loop - The Shadow of the Leader
- Gaining Power and Freedom by Taking Responsibility
- The Power of Beliefs – *Developing the Quality of Persistence*
- The Power of Beliefs – *Developing the Quality of Resilience*
- The Power of Beliefs - *Developing the Quality of Courage*

Day 2

Achieving your Vision

- Analysing the Impact of Values on Your Leadership
- Understanding How Your Values Impact your Purpose
- Designing Your Destiny with the Power of a Personal Vision
- Directing your Focus on Outcomes-focused Objectives
- The Power of Beliefs - *Developing the Quality of Self-confidence*
- The Power of Beliefs - *Developing the Quality of Enthusiasm*
- Operating with Personal Integrity

Day 3

Advanced Communication Skills

- Communicating with Intention - Understanding the Communication Process
- How Communication Breaks Down and how to Avoid it Happening?
- Building Rapport by Using Active Listening Techniques
- Planning Effective Oral Communication
- Delivering Effective Oral Communication – Techniques and Tips to Get your Message Across

- Synchronising your Verbal and Nonverbal Communication – Building a Commanding Personal Style
- Dealing with Different Communication Styles and Needs

Day 4

Leadership

- Understanding The Importance of Emotional Intelligence
- Developing Self-awareness, Motivation, Empathy and Social Skills
- Moving to A New Model of Empowerment
- Recognizing 21st Century Leadership Skills
- Interpreting Institutional and Interactive Leadership
- Comprehending The Difference between Leadership and Management
- Utilizing Effective Situational Leadership
- Learning The 4 Es of Leadership at GE: *Energy, Excite, Edge and Execute*
- Evaluating The Leadership Secrets of Jack Welch
- Investigating Theories of Motivation

Day 5

The Public Face of the Mature Leader

- Making Successful Presentations
- Influencing through Appeal to Achievement of a Vision
- Influencing through The Utilization of Logic
- Influencing through A Genuine People Orientation
- Displaying Personal Power in Communications
- Overcoming The Failure Mechanism
- Running Productive Meetings
- Reviewing The Course