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# BUILDING PERSONAL LEADERSHIP SKILLS

Creating Stronger Relationships for a Stronger Organisation

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04 - 08 Dec 2016, Dubai | 09 - 13 Apr 2017, Dubai  
17 - 21 Sep 2017, Dubai | 03 - 07 Dec 2017, Dubai

# BUILDING PERSONAL LEADERSHIP SKILLS

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## INTRODUCTION

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This course will provide the essential keys to becoming a great professional leader in modern business. Here you will learn how to lead your team effectively and to motivate them to achieve the stronger relationships you need to build a stronger organisation.

The 5-day seminar will enable participants to become the professional leader who can inspire, motivate and achieve.

### The course will highlight:

- The essential keys to successful leadership in business
- How to build a successful team which achieves required results
- How to create a learning environment at work where team members can grow and develop new skills
- How to stay on course whilst constantly refocusing your group's or your department's goals
- How to become a leader who can innovate and add value to your organisation, your customers and your stakeholders

## OBJECTIVES

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### By the end of this seminar, you will be able to:

- Become a visionary, innovative and successful team leader
- Use a leadership style that works effectively with different situations
- Inspire your team to greater motivation, knowledge and skills
- Identify opportunities for strategic alliances with colleagues
- Become a successful communicator, coach and mentor

## WHO SHOULD ATTEND?

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This seminar is designed to develop essential leadership skills, enabling the transition from a good to a great professional leader.

It is designed both for experienced managers wanting to develop further specific leadership skills and for all managers looking to acquire the essential techniques to lead a busy working team.

### It will enable managers to:

- Add value to their organisation, its customers and stakeholders
- Achieve outstanding business results
- Develop their confidence in leadership
- Increase the motivation of team members
- Be able to work successfully across team boundaries

## TRAINING METHODOLOGY

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Participants at this seminar will receive a thorough training in the subjects covered in the seminar outline, with the tutor using a variety of proven adult learning, teaching and facilitating techniques.

- Seminar methodology includes group discussions, practical exercises, personal profiling and case studies
- Material is presented in a relaxed style to achieve maximum participation
- The focus throughout is on sharing practical ideas to create stronger business relationships and a stronger organisation

## ORGANISATIONAL IMPACT

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The seminar will focus on the development of successful leaders who are able to add value to the organisation in which they work. This will include:

- Techniques for achieving successful leadership in the workplace
- Clear communication of business objectives
- Alignment of team members' behaviour to meet organisational goals
- Ability to move a department or unit forward by achieving business goals
- Development of the abilities of team members
- Motivation of team members to achieve ongoing business success

## PERSONAL IMPACT

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Participants will develop the personal skills to be an effective leader of a work group. These include:

- Ability to use a range of leadership skills to motivate others
- Increased confidence and awareness of own strengths
- Ability to develop team members and their motivation
- Ability to increase the personal contribution of team members
- Development of personal communication skills
- Ability to work successfully with wide range of stakeholders and customers

## DAY 1

### The Need for Leadership in the Modern Workplace

- The background against which we manage and lead in today's business
- The difference between doing, managing and leading
- Characteristics of highly effective leaders
- What leaders do to achieve results; leadership style; transformational leadership
- Leaders and practical motivation
- Developing a personal leadership mind-set
- Personal profiling: knowing our own leadership strengths and areas to develop

## DAY 2

### Building and Leading Successful Teams

- Achieving the high-performing team
- Developing team members
- Working successfully across team boundaries – team working and strategic alliances
- Identifying the essential factors in motivation. Linking theory to practice
- Decision-making with teams
- The benefits and barriers to delegation: knowing what and how to delegate - the different delegation styles.

## DAY 3

### Developing the Key Players: From Performance Appraisal to Performance Management

- Successful performance appraisal: the essential ingredients and the benefits
- Leading performance appraisal forward to performance management
- Teleological thinking and target setting
- Agreeing and working towards objectives
- Building on success and recognising achievement
- Dealing with performance gaps
- Everyday coaching as a performance management tool
- Coaching styles and behaviours
- The leader as a mentor

## DAY 4

### Key Communication Skills of Leaders

- The essentials of effective interpersonal communication in the leadership role
- Personal communication skills: confidence, clarity, understanding and trust
- Communicating successfully with the team, with colleagues and with stakeholders
- Understanding assertiveness in leadership
- Using assertiveness to achieve win-win outcomes
- Communicating effectively in difficult situations

## DAY 5

### Leadership Strategies, Ongoing Success and Tools for Building a Learning Environment

- Defining a learning organisation
- The benefits of creating a learning environment and steps to achieving this
- Creating opportunities for team members to develop experience and confidence for ongoing success
- Managing and leading change: creating a shared vision
- Leading successful change in modern business
- Action planning for return to work: seminar members will develop an action plan of Personal Leadership Actions they intend to apply on return to work



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Code	Date	Venue	Fees
MG033	04 - 08 Dec 2016	Dubai	\$4,500
MG033	09 - 13 Apr 2017	Dubai	\$4,500
MG033	17 - 21 Sep 2017	Dubai	\$4,500
MG033	03 - 07 Dec 2017	Dubai	\$4,500

## REGISTRATION DETAILS

LAST NAME: \_\_\_\_\_  
FIRST NAME: \_\_\_\_\_  
DESIGNATION: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_  
COUNTRY: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
MOBILE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

## AUTHORISATION DETAILS

AUTHORISED BY: \_\_\_\_\_  
DESIGNATION: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_  
COUNTRY: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
MOBILE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

## PAYMENT DETAILS

- Please invoice my company  
 Cheque payable to GLOMACS  
 Please invoice me

## CERTIFICATION

Successful participants will receive GLOMACS' Certificate of Completion

## 4 WAYS TO REGISTER

Tel: +971 (04) 425 0700  
Fax: +971 (04) 425 0701  
Email: [info@glomacs.ae](mailto:info@glomacs.ae)  
Website: [www.glomacs.ae](http://www.glomacs.ae)

## TERMS AND CONDITIONS

- Fees - Each fee is inclusive of Documentation, Lunch and refreshments served during the entire seminar.
- Mode of Payment - The delegate has the option to pay the course fee directly or request to send an invoice to his/her company/ sponsor. Credit card and cheque payments are both acceptable.
- Cancellation / Substitution - Request for seminar cancellation must be made in writing & received three (3) weeks prior to the seminar date. A US\$ 250.00 processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.
- Hotel Accommodation - is not included in the course fee. A reduced corporate rate and a limited number of rooms may be available for attendees wishing to stay at the hotel venue. Requests for hotel reservations should be made at least three (3) weeks prior to the commencement of the seminar. All hotel accommodation is strictly subject to availability and terms and conditions imposed by the hotel will apply.
- Attendance Certificate - a certificate of attendance will only be awarded to those delegates who successfully completed/ attended the entire seminar including the awarding of applicable Continuing Professional Education Units/Hours.
- Force Majeure - any circumstances beyond the control of the Company may necessitate postponement, change of seminar venue or substitution of assigned Instructor. The Company reserves the right to exercise this clause and implement such amendments.
- Fair Access / Equal Opportunities - In the provision of its services as a world-class Training Provider, the Company is committed to provide fair access / equal opportunities throughout the delivery of its courses and assessment leading to the completion of training seminars, or 3rd party qualifications/certifications.

