



Creative Leadership for Managers

Overview

Leaders in any organization play many different roles in leading strategic planning. In a complex and ever-changing work environment, effective leaders need to fulfill their roles in ways that provide the right guidance to those they lead. All leaders perform five critical roles, though most leaders overuse one or two roles and neglect the rest. The key to effective leadership is finding the right balance. That requires individual leaders and teams to step out of their comfort zones and adapt to what the organization needs to accomplish its goals. This training program will give leaders an understanding of their leadership styles, the five roles they play, and their application within their team and organizational goals.

Learning Objectives

- Learn to improve sphere of influence and leadership skills
- Learn to motivate employees and see improved productivity and results
- Learn to foster an environment of creativity and original thinking
- Uncover hidden potential in your team
- Learn to build collaboration skills

Course Materials

- Participant workbook
- Presenter slides and outlines
- Case Studies and Media as appropriate
- Role play scenarios
- Post training assessment

Room Requirements

- Internet access for presenter
- Screen
- Projector (if not ceiling mounted then a table or cart will need to be provided)
- Training room must be able to comfortably accommodate the number of participants plus room to move around for various activities)
- Rounds or pods, small table for presenter's materials, chairs for all participants
- One Flip chart and easel for each round table (for small group work) and markers

Additional Requirements

- Elevate will choose training facilitators whose background and expertise will support the subject matter and goals of SSA
- Instructors will use a variety of instructional methods including lecture, group projects, discussion, and role play
- Participants are expected to be actively engaged in the learning process

Course Agenda (one day)

Module 1: The Five Leadership Skills:

- **Communication Skills**
 - Verbal
 - Non-verbal
 - Visual
 - Vocal
 - Written
 - Clearly communicate the message
 - Skillful listening
 - Know yourself
 - Know your audience
- **Be Results Oriented**
 - Characteristics of SMART goals
 - Specific--clear about what, when, where, and how
 - Measurable--know your progress and when you've accomplished
 - Action—goals should be ones you can work towards
 - Realistic—do not set goals you can not achieve or lack resources
 - Time Specific—goals need a start, milestones to progress, end
 - Determine priorities
- **Basic Leadership Skills**
 - Ability to influence a group's behavior through persuasion
 - Attitude and actions towards achievement of goals
 - Motivation for individuals and teams
 - Sustain an energetic level driving others forward
 - Know your vision and share your vision
 - Delegate responsibility but be accountable
 - Establish direction and align others to reach a common goal
 - Drive towards excellence in yourself and others

- Team-builder
 - Know your audience
 - Build a team of people with diverse skills
 - Reach out to others to achieve a common goal
 - Theory X vs. Theory Y management
 - MBWA (Management By Walking Around)
 - Actively participate
 - Build trust and confidence in your team
 - Team motivation

- Ability to Influence and Persuade People
 - “Sell” your ideas to others for success
 - Use influence and persuasion instead of fear and threats
 - Give and take
 - Build a reputation of success
 - Leading when not in charge