



Business Leadership Programme Summary

Business Leadership - Introduction

This document provides an overview of a typical Business Leadership two day course, but we will of course tailor your training to your exact requirements.

Business Leadership is a high-energy, interactive programme that covers the core skills, behaviours and qualities that make outstanding business leaders. The programme focuses on the disciplines of leadership, so the content is easily implemented in all industries and departmental functions.

Programme Information

1. Who is the programme for?

Business Leadership is designed for executives, managers, team leaders and business owners who are responsible for:

- leading; managing and organising teams of people
- delivering business objectives through the performance of the people they manage

2. What are the programme objectives?

The programme is designed to help delegates:

- Make the move from 'management' to 'leadership'
- Understand and apply different leadership styles
- Develop core leadership skills
- Develop, coach and motivate the team and individuals
- Implement a talent management programme
- The programme features a combination of lecture, syndicate and role-plays, which are easily tailored to the job role

3. Who are the TLSA facilitators?

Each programme is led by a TLSA consultant who is an expert in the programme content. Our consultants have all had careers in which they held director or executive positions in major organisations with reputations for performance, training and coaching. They are experts in the subjects they work in – up to date with modern practice, but equally as important, they have practical experience to draw from.

Business Leadership – Summary of Content

| Module | Summary of Content | Format |
|--|--|---|
| Introduction and Objectives | <p>An opening module which:</p> <ul style="list-style-type: none"> Covers the agenda Explains the programme objectives Provides the opportunity for delegates to identify personal objectives for the programme | <ul style="list-style-type: none"> Presentation Personal Exercise |
| The Qualities of the Outstanding Business Leader | <p>An opening module in which delegates examine the personal qualities and behaviours that make outstanding business leaders!</p> <p>The module covers:</p> <ul style="list-style-type: none"> The move from ‘manager’ to ‘leader’ – delegates cover the differences in the two roles and identify where they can begin to change their own business practice How to create a ‘winning’ environment – a session that covers the impact workplace environment can have on team performance, motivation and morale Leadership behaviours - strategy, implementation, performance management, communication and execution How to develop ‘followership’ – every leader must understand the behaviours and qualities why people will want to follow them | <ul style="list-style-type: none"> Lecture Debate Syndicates Personal Action Points |

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|---|---|---|
| The Principles of Outstanding Business Leadership | <p>A key module in which delegates cover seven principles of business leadership:</p> <ol style="list-style-type: none"> 1. Defining and setting vision, values and mission – the company, the department, the team. Delegates complete practical projects that they can complete with their own teams to address these areas 2. Setting strategy and goals – the disciplines of setting business strategy based on customer intimacy: operational excellence and product leadership. Combined with the need to set team and individual goals to deliver strategy and business objectives 3. Action planning – creating action plans, delegating responsibility and identifying ‘activators’ and ‘supporters’ to ensure action plans are implemented 4. Coaching – the role of the leader as a business coach 5. Results tracking – the key disciplines of tracking business results, analysing performance and reviewing data with the team 6. Resource management. – utilising and aligning available resources to deliver business strategy 7. Motivation – the leader’s role in motivating people and creating a motivational workplace environment | <ul style="list-style-type: none"> • Lecture • Debate • Syndicates • Personal Action Points |

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| Leadership Styles | <p>In this module delegates examine how they as leaders impact on the business performance of their teams!</p> <p>When people are asked to describe their leadership style – the answer is often phrases such as ‘coach’; ‘firm but fair’ or even ‘visionary’.</p> <p>The real issue is that to lead each member of the team, the leader needs different styles. This module covers ‘seven styles of leadership’ and:</p> <ul style="list-style-type: none"> • strengths - how to develop the styles that are natural to them • development - the styles they need to develop – and how this is done • performance - which styles will produce optimum performance from people and why • direct reports - how to complete a diagnostic assessment of their direct reports which will help them identify the leadership styles that will be most effective with each team member | <ul style="list-style-type: none"> • Lecture • Debate • Syndicates |
| Leadership & Coaching | <p>In this module delegates cover the role of the leader as a coach, covering:</p> <ul style="list-style-type: none"> • Role matching – making sure people are working in roles that make optimum use of their current skills and challenge their future development • The avenues of learning – how and why people develop new skills • Six key coaching skills – personal coaching skills every leader needs • The ‘GROW’ model – how to provide feedback in a professional way • Team and ‘one to one’ meetings – the use of team and ‘one to one’ meetings as coaching aids <p>Plus delegates are provided with the ‘webb map’ analysis, from which they can develop a personal coaching plan for each member of their team.</p> | <ul style="list-style-type: none"> • Lecture • Debate • Syndicates • Simulation |

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| Core Leadership Skills | <p>A powerful module in which delegates cover the implementation of eight key leadership competencies.</p> <ol style="list-style-type: none"> 1. Communication <ul style="list-style-type: none"> • Communicating vision and strategy • Active listening • Formal and informal communication • Team meetings and one on one meetings 2. Leadership <ul style="list-style-type: none"> • Providing direction • Developing 'trust based' relationships • Delegating and assigning responsibility. 3. Adaptability <ul style="list-style-type: none"> • Creativity • Workplace environment – adjusting to circumstances • Managing setbacks and change 4. Relationship Development <ul style="list-style-type: none"> • Team building • Developing 360 degree relationships • Influence and persuasion • Managing change & conflict 5. Task Management <ul style="list-style-type: none"> • Resource management – internal and external • Leading effectively and competently 6. Development of Others <ul style="list-style-type: none"> • Cultivating and coaching individual talent • Motivation 7. Production <ul style="list-style-type: none"> • Activation plans • Achieving Results 8. Personal Development <ul style="list-style-type: none"> • Commitment • Planning personal development | <ul style="list-style-type: none"> • Lecture • Debate • Syndicates • Simulation • Personal Action Points |
| Personal Action Plan | <p>As delegates complete each module of the programme they complete a 'personal action plan' detailing how they will implement learning from the programme in their personal roles. We strongly recommend this is followed up by line management.</p> | <ul style="list-style-type: none"> • Personal Project |