

# LEADERSHIP SKILL DEVELOPMENT

~Enhance Leadership skills, lead the team to the success !~

## Are you focusing on developing leadership skill to ensure your team effectiveness?

- ✦ Do you believe that leadership is not a born gift but is generated through the process of continuously learning and practicing?
- ✦ Have you wondered why profound knowledge and great experience are just not enough to help you become a good leader? If the answer is yes, then do you know what you are lacking?
- ✦ As a team leader, do you know how to lead and encourage your team members in order to bring out the best of their capabilities and achieve team's objectives?

## CONTENT

### Part 1: Roles and responsibilities of a middle manager

- ✦ Differences between management and leadership: tasks and skills
- ✦ Required qualifications and skills for a middle manager
- ✦ Comprehensive management model for middle managers

### Part 2: Identification of leadership style & situational implementation leading to effective leadership and management

- ✦ Embrace the power to lead members effectively
- ✦ Develop situational Leadership
- ✦ The Skill Will Matrix to classify and evaluate employees

### Part 3: Effective work allocation, assignment and delegation

- ✦ Distinguish between work allocation, assignment and delegation
- ✦ Key principles for successful work assignment and delegation
- ✦ Levels of work assignment and delegation
- ✦ Process for effective work assignment and delegation

### Part 4: Staff development through teaching, training & coaching

- ✦ Differences between Coaching and other forms: Training – Teaching
- ✦ Necessary procedure of Coaching
- ✦ Characteristics and usage of Coaching models
- ✦ Coaching process

### Part 5: The art of motivating employees & retaining talent

- ✦ Clarify, categorize and find suitable methods to meet employees' needs
- ✦ Read employees' personalities and emotions to encourage and motivate employees
- ✦ Managers' possible actions to motivate employees
- ✦ Create an active, creative and inspiring working environment

### Part 6: Influential communication and relationship management skills

- ✦ Purposeful communication skills
- ✦ Implementation of DISC Model to classify & understand others' personalities
- ✦ Implementation of positive feedback, advice & behavior modification
- ✦ Persuasion and inspiration skills
- ✦ Successful relationship management and effective coordination with superiors, peers and other departments

### Part 7: Cohesive and high-performance team building

- ✦ Build a cohesive and high-performance team with GRIP Model
- ✦ Analyze and implement GRIP in work
- ✦ Implement The Three A's of Change (Aware - Accept – Adjust) to teamwork according to DISC
- ✦ Resolve conflicts in teamwork

### Part 8: Summary and Action Plan

※The above content is subject to change without prior notices



## OBJECTIVES



- ➔ Understand roles and responsibilities of a leader as well as identify your leadership style.
- ➔ Improve people management skills: work assignment & delegation skills, motivational skills, talent retaining skills, persuasive communication, etc.
- ➔ Build a cohesive and high-performance team with personal development skills and team building & management skills.

## TARGET



- ☐ Staff
 ☒ Middle-Management
 ☒ First-line Management
 ☐ Top-Management

## METHOD



30% theory, 70% practice through group discussions, presentations, case studies, role-playing, games, etc.



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