



Essential Leadership and Management Course

Course Brochure

Course Overview

Develop the leadership capabilities that drive organisational performance and long-term success

True leadership goes far beyond management. While management is about getting things done efficiently, leadership is about inspiring people to want to do them, creating vision that guides decisions, and building cultures where excellence is the norm. Great leaders don't just achieve results—they develop other leaders, drive innovation, and create lasting positive impact on their organisations.

What You'll Learn

1 Building High-Performing Teams

- ▶ What defines a team and why effective teamwork matters
- ▶ Key characteristics of high-performing teams
- ▶ How teams develop and the leader's role at each stage
- ▶ The benefits of strong team working

2 Team Dynamics & Behaviour

- ▶ The mix of personalities within teams
- ▶ Recognising different working styles
- ▶ Managing diverse behaviours effectively
- ▶ How behaviour influences team performance

3 Leadership Styles & Credibility

- ▶ Characteristics of effective leaders
- ▶ Leadership behaviours that build trust
- ▶ Different leadership styles and when to apply them
- ▶ Enhancing your presence and credibility

4 Managing Performance

- ▶ Understanding performance management
- ▶ Tools, systems and processes that work
- ▶ Handling common performance challenges
- ▶ Planning and structuring performance discussions

5 Effective Delegation

- ▶ The principles of effective delegation
- ▶ Delegating to develop your team
- ▶ Empowering without micromanaging
- ▶ Using delegation to boost team productivity

6 Leadership Communication

- ▶ The three key elements of effective communication
- ▶ Overcoming common communication barriers
- ▶ Questioning and active listening techniques
- ▶ Using feedback as a development tool

Who Should Attend

This course is designed for anyone stepping up into leadership or strengthening their existing capability

- ▶ Leading others day-to-day and wanting to strengthen your management skills
- ▶ Recently promoted and needing the essential toolkit to lead with confidence
- ▶ Leading project teams and needing influence, delegation and performance skills
- ▶ Leading sales teams and driving performance through others
- ▶ Leading people through change and supporting managers in your organisation
- ▶ Looking for new tools, ideas and renewed inspiration

What's Included

- ✓ Course Materials: Comprehensive workbook, templates, and reference guides to take away
- ✓ Lunch & Refreshments: Full lunch with dietary requirements catered for, plus tea, coffee, and snacks
- ✓ CPD Certificate: CPD certification recognised by professional bodies
- ✓ 3-Month Support: Post-course email support to answer questions as you apply your learning
- ✓ Action Plan: Personalised development roadmap tailored to your specific goals
- ✓ Premium City-centre Venues: Easy-to-reach venues with excellent transport links and facilities
- ✓ Small Groups: Maximum 12 delegates ensuring personalised attention
- ✓ Expert Trainers: Experienced professionals with real-world expertise and engaging delivery styles

Ready to book, or want to know more?

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