

## **“Effective leadership ” Training program**

**Course length:** 10 Hours @ 2 days

### **Objectives**

The art of leadership is the ability of getting things done through other people, that will be through knowing which leadership approach to use in different situations, the art of delegate things and the skills of doing the proper follow up, this lecture will teach you how to increase your influence on different people and getting your goals done.

### **Course Outline:**

- Definition of leadership
- Type of leadership
- Respect and trust
- Focus on quality
- What are the differences between leaders and managers
- Art of leading others
- Delegating tasks
- Definition of delegation
- The 4 steps of right delegations
- Improving your effectiveness
- Leading discussion
- Leading meeting
- Giving support
- Team building
- Types of feedback
- Motivate your people
- The five levels of initiative