

# Leadership & Management: 1 Day Workshop



## OVERVIEW

**Being a leader is not the same as being a manager, and vice versa.**

Managers create order out of complexity; they keep the trains running on schedule. Leaders, in contrast, deal with ambiguity, change, and opportunity; they push the train tracks where they've never gone before.

The distinction is not entirely accurate, because leaders must also manage. To be effective, leadership cannot just be about inspiration and grand visions, but also about getting results. This is often a dilemma for the director or manager in a growing entrepreneurial business.

This course therefore addresses this dilemma by providing an understanding of what goes into making a good leader and a good manager and gives practical tips on how to apply it in your every-day interactions with staff. It will help you to transform your style from being a task-orientated 'doer' to a strategist with an appreciation of the 'bigger picture'.

## COURSE OUTLINE

Topics covered include:

- The challenge of contemporary leadership
- Becoming a leader
- Characteristics of effective leaders
- Creating a vision that others will follow
- Leadership versus management
- Effective staff selection
- Delegating with confidence
- Managing teams
- Appraisal and coaching
- Handling problem employees

Tools and exercises will be provided so that you can practice the techniques and strategies covered in the course