

# BECOMING A GREAT LEADER

Leadership course for Administrative  
Professionals by



## WHAT IS LEADERSHIP?

Module one asks the fundamental question what is leadership? We'll explore different leadership theories and styles, define what we see as key attributes of a leader and how to show these.

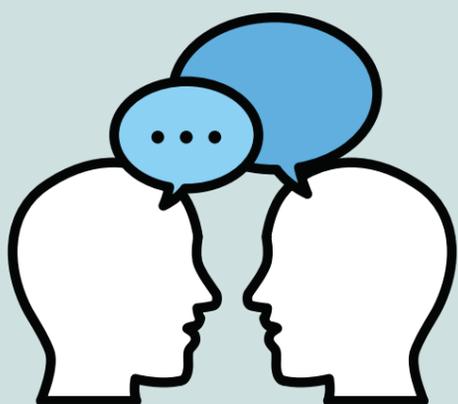
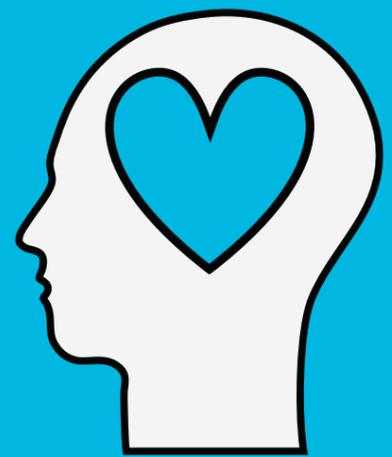


## UNDERSTAND OURSELVES

Before you can lead others effectively, we need to be able to lead ourselves. To lead ourselves we need to know ourselves. Module two looks at our strengths and weaknesses, our personal values, our drivers and what it is we want, why we want it and a plan for how to get it.

## EMOTIONAL INTELLIGENCE

Emotional Intelligence has been included in the World Economic Forum's top ten skills list for the last five. Being emotionally intelligent allows leaders to engage with their teams and those around them to get the best out of everyone.



## COMMUNICATION

Module four looks at communication, we'll identify your communication style, your preference and how to work out the preference of your team, strategies for effective communication and some tips for approaching those difficult conversations.

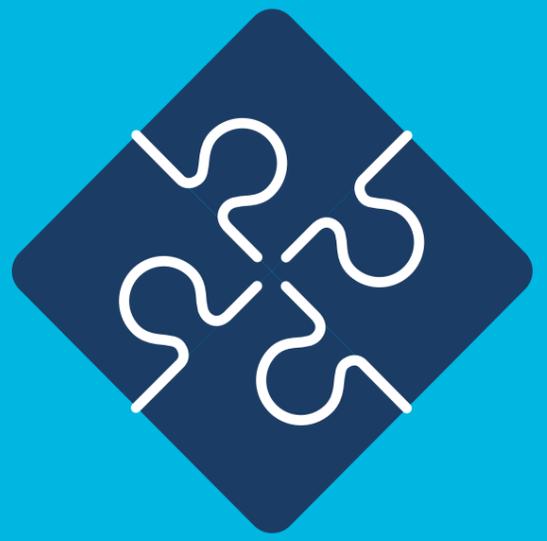
LEADERSHIP IS ALWAYS A COMMITMENT  
TO HUMAN BEINGS

SIMON SINEK



## TEAMS

Team dynamics are critical for organisational success. Without positive team dynamics we cannot fully leverage the potential of those around us and tap into their skills and experience. In this module we look at team development, team (group) roles and boosting team dynamics for success.



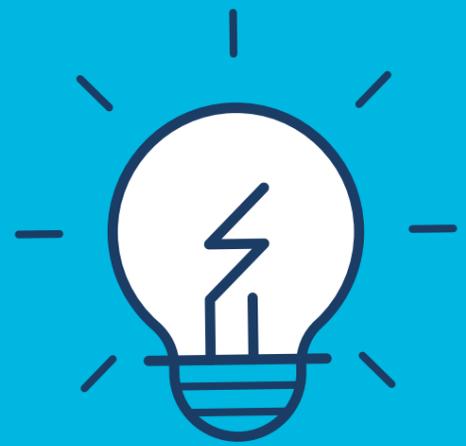
## LEADERS AS MENTOR



Mentoring offers all involved the opportunity to share and develop their knowledge, experience and skills. It gives both Mentees and Mentors the opportunity to gain an understanding of the different viewpoints, interests and issues that exist for both newer and more experienced professionals.

## STRATEGIC THINKING

Thinking, and then acting, strategically enables you to "see the big picture", ask the right questions, focus your priorities and most importantly be successful. Strategic thinkers are, in general, more proactive than reactive, and are able to bring a new perspective and orientation to the issue.

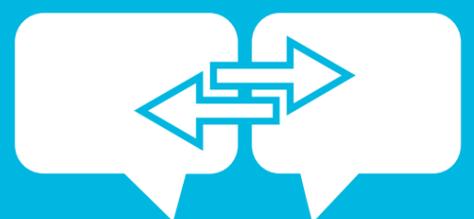


## CHANGE

The only constant in life is change! This module takes a look at how we can embrace change that is happening around us, lead change and support those not coping with change.

## BONUS COACHING SESSIONS

We're also including two one-2-one coaching sessions or four small group coaching (5 participants max) for our first three cohorts in 2022.



LEADERSHIP IS COMMUNICATING TO ANOTHER PERSON THEIR WORTH AND POTENTIAL SO CLEARLY THEY ARE INSPIRED TO SEE IT IN THEMSELVES.

STEPHEN R. COVEY

