

# Leadership Skills Workshop

## 領導力訓練工作坊

MEDIUM : Cantonese COURSE CODE : LSW

To succeed in the ever-changing landscapes in business, organizations need to focus on their core competence by building the strengths of their managers and helping them to correct and upgrade their areas of improvement. This is especially important when the organization is undergoing rapid expansion and people need to be ever-ready to take on new roles and responsibilities. To facilitate the development and the growth of the core competence, managers must be able to upgrade their set of **Attitudes, Skills and Knowledge** in order to set the right examples for the teams they are leading. By completing this workshop, participants will have a unified understanding of:

- Their own personal communication styles
- How to use this information to communicate effectively with other styles
- How to motivate your staff
- Understand When to Coach, Who to Coach and How to Coach
- Understand the skill proficiency level of your staff
- How to lead their teams to achieve higher results

### Methodology

All training modules have variations of the following:

- *Ice breakers*
- Input – concise concepts and theory, main focus is on practical demonstration of behaviors
- *Team or individual activity* to reinforce input and increase ability to re-model behaviour
- *Feedback* from team, individuals and the facilitator
- Various “*games/activities*” to enhance the retention of skills. The activities will be either *case studies* leading to *discussions and/or role-plays*, or *practical games* related to the skills & process.

### Course Outline

#### 1. Understanding the As-Is Situation

- Looking at the “Bigger Picture”
- Understanding our Focus and Goals
- Focusing on our Priorities and Responsibilities
- *Square wheels exercise*

#### 2. Management Styles

- Skills will matrix
- *Exercise: Map the scenario*
- What are the signs?
- *Exercise: Map your team*
- Communicating your message (risk of being wrong, safety approach)
- Adapting the message

#### 3. Empowerment

- Showing confidence & support
- Following through with actions

#### 4. Impressions / Perceptions

- How are impressions forms
- How do you want to be described?

#### 5. Bringing out the best in others

- Understand the critical effects of Coaching
- Identify specific behaviours that foster a supportive coaching environment
- Learn and use the key actions involved in coaching and bringing out the best in others

#### 6. Motivating & Developing

- Open Communication Channels
- Exploring Ideas & Discussion Skills
- Flexibility & learning to anticipate
- Establishing Trust to gain willing co-operation