



International Training
Center Paris

TRAINING SCHEDULE

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LEADERSHIP AND MANAGEMENT ESSENTIALS

Overview:

The Leadership and Management Essentials training is designed to provide participants with the foundational knowledge, skills, and tools needed to be effective leaders and managers in a variety of settings. Through interactive lectures, case studies, and hands-on activities, participants will learn key concepts and best practices in leadership, management, and team building. They will also have the opportunity to reflect on their own leadership styles and develop a personal action plan to enhance their effectiveness as leaders and managers.

Training objectives:

- Understand the key concepts of leadership and management and their roles in organizational success
- Develop an understanding of different leadership styles and when to apply them
- Learn effective communication strategies for leading and managing teams
- Understand the importance of emotional intelligence in leadership and management
- Develop strategies for building and leading high-performing teams
- Understand the basics of performance management and how to provide constructive feedback
- Develop strategies for managing change and leading through uncertainty
- Create a personal leadership development plan to enhance leadership skills

Overall, this training program will equip participants with the essential skills and knowledge needed to effectively lead and manage teams in today's fast-paced business environment. Through a combination of lectures, case studies, discussions, and practical exercises, participants will gain insights into various leadership styles, techniques for motivating and engaging employees, strategies for building high-performance teams, and methods for fostering a culture of continuous improvement. By the end of the program, participants will be better equipped to tackle the challenges of leadership and management with confidence and competence.

Targeted Groups:

- Aspiring managers
- Team leads
- Supervisors
- Professionals transitioning into leadership roles
- Individuals seeking to enhance their leadership skills

Planning:

Day 1: Introduction to Leadership and Management

- Key concepts and definitions of leadership and management
- Understanding the differences between leadership and management
- The role of leadership and management in organizational success

Day 2: Leading and Managing Teams

- Leadership styles and when to apply them
- Building and leading high-performing teams
- Effective communication strategies for leading and managing teams

Day 3: Emotional Intelligence in Leadership and Management

- Understanding emotional intelligence and its importance in leadership and management
- Developing self-awareness and self-regulation skills
- Understanding and managing emotions in others

Day 4: Performance Management and Feedback

- The basics of performance management
- Developing SMART goals and objectives
- Providing constructive feedback and coaching

Day 5: Leading through Change and Personal Leadership Development

- Managing change and leading through uncertainty
- Creating a personal leadership development plan
- Reflection and feedback on personal leadership style and development plan.