



Priority
Leadership &
Management Skills
for the 21st Century

Who Should Attend

A leader' who has to coach and support team members in achieving their goals and to represent the team at manager meetings for overall organizational efficiency.

Format:

- Two-day instructor-led session.
- Follow-up coaching session to reinforce learning

Tools provided

- A Comprehensive Learning Guide and the Development Guide
- Priority Profile Assessment: A 32-page personal development guide that focuses on goals and establishes an action plan for improved effectiveness and continuous learning
- Subscription to our monthly LearningLink e-newsletter

Turn your management skills into leadership skills

Move from management to motivation through gaining the skills to lead a 21st-century team. These fundamental 8 leadership skills will equip you with the ability to ensure consistent strategy and a shared common set of processes and tools to achieve the organization's goals and objectives.

This course will help you:

- Identify the difference between management and leadership
- Understand the 21st Century workplace
- Build the skills to lead teams through the planning, executing and communication phases of work
- Differentiate between the process of production and the tools of production
- Develop a personal and team plan to bring the skills back to the workplace for you and your team.

Related Training:

- Priority Coaching

Priority Management Training

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Synopsis:

Leadership & Management Skills for the 21st Century

Transform Management into Leadership: Empower, Inspire, Achieve!

- Are you experiencing challenges in leading and influencing others effectively?
- Do you struggle to differentiate between management and leadership roles?
- Have you found it difficult to build a shared team vision and values?
- Are you experiencing issues with setting and achieving strategic goals?
- Do you struggle to manage resources and adapt to changes quickly?
- Have you faced difficulties in prioritizing tasks and managing workloads?

If you answered yes to any of these questions, this course is designed to address these challenges and more..

In the new knowledge economy, the new leader's responsibility is to ensure a shared common set of values exists inside their team and the team is dedicated to reaching shared common goals. The role of the leader is to coach and mentor their team members and support them in achieving their individual goals. In addition, they represent the team at managerial meetings to ensure optimum effectiveness and efficiency of the overall organization.

- **Unit 1: Define your Purpose:** Teams become unstable without focus or a plan in place to guide decisions. It is now imperative that Leaders begin to think in terms of goals and the bigger picture.
- **Unit 2: Establish your Goals:** The ability to establish your goals take the shared common team vision and create goals or end results. From meaningful and achievable goals, a strategic plan can be developed. This is the "what and how" of our work.
- **Unit 3: Focus your Resources:** Learn to focus key resources on specific goal-related activities and tasks while maintaining the flexibility necessary to quickly and effectively adapt to change. Resource management is a critical component if we are to complete work effectively.
- **Unit 4: Manage your Priorities:** We must learn to juggle multiple tasks, establish priorities and understand the importance to share responsibility with team members. Successful leaders will have to ensure that team members are effectively using their time.
- **Unit 5: Measure the Effects:** In this unit, you will gain insight as to the importance of the quality and the quantity of the work in order to become an effective leader.
- **Unit 6: Own the Performance:** This skill set differentiates between individuals who are involved and those who are committed. The ability to take ownership, responsibility and accountability is explored as well as the ability to give it.
- **Unit 7: Influence the Participants:** The ability to work well with a wide range of individuals ensures effectiveness in an environment of close teamwork. The various styles of influencing and when to apply each is reviewed.
- **Unit 8: Continue the Improvements:** The final skillset is to ensure competitiveness in these times of extreme change and global competition. This becomes the launch-pad to change..



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A Better Way To Work

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