



Leadership, Coaching & Communication Skills

A Two Day, Interactive Workshop Designed to
Improve Leadership Effectiveness

Course Description

Every organization rises or falls on the quality and effectiveness of its leadership. Developing and sustaining quality leadership throughout all levels of an organization is a critical focus for sustained organizational success. This two-day workshop focuses on the foundational elements of Leadership, Coaching and Interpersonal Communication. Participants will learn simple, actionable concepts that can be applied immediately to move their team and organization to higher levels of performance. Topics include Performance Management, Coaching Skills, Communication, Motivation, Delegation, and much more. The class is high energy, interactive and fast paced. Participants will leave with renewed energy and the tools to increase organizational effectiveness – Guaranteed!

Course Objectives

This course will help attendees:

- Understand and focus on the Five Primary Objectives of a Leader.
- Differentiate between their roles as a leader and manager
- Avoid common supervisory mistakes
- Create an engaged, motivated work environment.
- Understand how to apply communication fundamentals for effective leadership.
- Improve their listening skills.
- Delegate more effectively.
- Provide timely and meaningful formal and informal feedback.
- Deal effectively with conflict and confrontation.
- Effectively deal with poor performance.
- Understand and apply sound coaching skills for creating a high performance environment.
- And much more...

Overview

This course helps supervisors at all levels be more effective. High performance leadership is founded in the fundamentals. Identifying the key activities of leadership and focusing on these consistently enables and drives a high performance environment.

Effective communication skills are vital to effective leadership. This course provides a practical perspective and simple techniques to greatly improve listening skills, influence communication and more. Participants will learn to communicate effectively in and through conflict, provide meaningful and timely feedback, delegate effectively and more.

The performance management process will be developed with a focus on coaching for high performance. Participants will learn to communicate and leverage purpose, vision and mission – and more!

This fun, interactive workshop will help your team create true leadership excellence – guaranteed!

AGENDA

- The Five Primary Objectives of A Leader
- Common Supervisory Mistakes and How to Avoid Them
- Creating Engaged, High Performance Employees
- The Power of Listening
- Influence Communication
- Creating Two-Way Dialogue
- Delegation Made Easy
- Effective Conflict & Confrontation
- High Payoff Motivators
- Creating a Motivational, Achievement Oriented Environment
- Why People Don't Do What They Are Supposed to Do
 - And How to Get Them to Do It
- Fundamentals of Coaching
 - The Role of the Coach
 - Clarifying Areas for Improvement
 - Gaining Buy-In
 - Guiding with Questions
 - Creating a Development Plan
- Performance Management Essentials
 - Setting Clear Expectations
 - Providing Effective, Informal Feedback
 - Holding Employees Accountable
 - Holding the Annual Feedback Session
- Personal Action Plan for Leadership Excellence
- And much more...

Associated LifeChampion® Topics

- Dealing with Difficult People
- Creating High Performance Teams
- The Power of Mentoring
- A host of other Leadership & Personal Development Courses

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