

# Why Buy?

## High spots

- Using TACK's Leadership Needs analysis to identify development strategies for each of your direct reports
- Understanding different behavioural styles and how you adapt your communication and approach to the differing needs of your team
- Using TACK's feedback survey as a benchmark for your future development as a leader
- Understanding what motivates and drives your team to perform
- Learning about the strengths and limitations of your preferred leadership behaviours and the impact they have on your team

*"A really enjoyable 2 days spent with a good group & an inspirational trainer."*

*"Very good, will add lots of benefit to others around me. Thank you."*

*"I highly valued this course and will certainly recommend to my colleagues."*

## To book or find out more:

**t: 0845 072 0144**

**e: [info@tack.co.uk](mailto:info@tack.co.uk)**



**Developing People > Advancing Business**

## Leadership in Senior Management

Achieve high level results by developing high level people

**Duration: 2 days    Fee: £1275 + VAT**

### Business and personal benefit

Leaders can make or break teams and organisations. An effective leader can significantly transform the motivation, morale and performance of a team and organisation. Only by understanding how to motivate and inspire can leaders release their team's/organisation's true potential. By identifying a clear mission and vision leaders can set and manage clear performance and development objectives providing clear relevant and measurable focus for individuals to aspire to and attain. This combined with effective management processes and a targeted and flexible approach to individual development enables leaders to support and inspire their teams to success.

### Target audience

All middle and senior managers who have leadership responsibility and those aspiring to more senior leadership roles. The programme provides a solid grounding in the core principles, tools and skills required to be an effective and successful leader. No prior knowledge or leadership experience is required as the programme provides an effective overview of the principles areas of leadership competence.

### Objectives

You will leave the course able to:

- Provide and communicate clear goals and direction
- Create a culture and environment that supports and challenges individuals and teams
- Motivate and inspire individuals and teams to perform
- Adapt your leadership approach to the different and changing needs of your team and the organisation

### Before, during & after your programme

You'll receive support at every stage to maximise your investment and bring your learning to life:

- Pre- and de-brief call to establish goals and assess progress
- One to one input from your TACK consultant as group sizes are limited for maximum personal benefit
- All TACK programmes are interactive in style. We believe in 'learning by doing' to ensure your learning experience is 100% relevant to 'real life' situations
- Comprehensive materials including workbook and Personal Action Plan
- TACK Tips – SMS messages designed to inspire, motivate and reinforce key learning points!

Module	Learning points	Outcomes After this module you will...
<b>Leadership in context</b>	<ul style="list-style-type: none"> <li>- Keys to effective leadership</li> <li>- Skills and qualities required of effective leaders</li> <li>- The difference between leadership and management</li> <li>- The responsibilities of a leader manager</li> </ul>	<ul style="list-style-type: none"> <li>- Know what factors contribute to make an effective leader</li> <li>- Be able to differentiate between your leadership and management roles</li> <li>- Understand your role and responsibilities as a leader</li> </ul>
<b>Strategic leadership</b>	<ul style="list-style-type: none"> <li>- The importance of clear mission, vision and goals</li> <li>- Implementing the strategy</li> </ul>	<ul style="list-style-type: none"> <li>- Develop a clear mission and vision statement with clear and relevant goals</li> <li>- Understand the process and stages of implementing a strategy</li> </ul>
<b>Culture and environment</b>	<ul style="list-style-type: none"> <li>- Developing the right culture and environment</li> <li>- Your role as a leader</li> </ul>	<ul style="list-style-type: none"> <li>- Know the factors that affect culture and environment</li> <li>- Know how to create the culture and environment best suited to achieving your goals</li> <li>- Understand the requirements of your leadership role in making this happen</li> </ul>
<b>Management styles</b>	<ul style="list-style-type: none"> <li>- The four management styles</li> <li>- The use of TACK's Leadership Needs Analysis (LNA)</li> <li>- Developing personal development strategies</li> </ul>	<ul style="list-style-type: none"> <li>- Know your preferred management style</li> <li>- Understand the context and applications of the four management styles</li> <li>- Use and apply the LNA</li> <li>- Apply the output from the LNA to identify individual development strategies</li> </ul>
<b>Using performance management and appraisals</b>	<ul style="list-style-type: none"> <li>- The purpose and benefits of performance</li> <li>- The key elements of the performance management cycle</li> <li>- The purpose and benefits of effective performance appraisals</li> <li>- The key steps to an effective performance appraisal</li> <li>- The key elements of a performance appraisal</li> </ul>	<ul style="list-style-type: none"> <li>- Understand the critical role performance management has to the success of an organisation</li> <li>- Understand the stages of the performance management cycle</li> <li>- Understand the stages of a performance appraisal</li> <li>- Have a checklist of actions and factors that will enable you to carry out an effective performance appraisal</li> </ul>

## Module

## Learning points

## Outcomes

After this module you will...

### Effective use of authority

- The four types of authority
- The strengths and limitations of each type of authority
- When to use the different types of authority

- Understand the strengths and limitations of the four types of authority
- Know when to use the different types of authority
- Know how to apply the different authority styles

### Understanding motivation and needs

- The hierarchy of needs
- How to recognise changing needs
- Opportunities for motivation

- Understand the different hierarchy of needs
- Be able to recognise your current level of need
- Recognise changing needs of your direct reports
- Be able to identify how to motivate and address individual needs
- Identify your levels and causes of satisfaction and dissatisfaction
- Have identified opportunities for improving motivation and morale in your team

### Effective delegation

- The purpose and benefits of delegation
- When to delegate
- Opportunities for delegation
- The key to effective delegation

- Have identified opportunities for delegation
- Understanding your barriers to delegating
- Have a strategy and process for delegating effectively

### Your leadership and communication style

- Your leadership strengths and development areas
- Your preferred leadership behavioural style
- Understanding the impact of your style

- Have identified your leadership strengths and areas for development
- Have an insight into your preferred leadership behavioural style
- Have identified actions to develop and enhance your leadership style

### Communicating and influencing your team

- Identifying and recognising the individual behavioural styles in your team
- Understanding their drivers and needs
- How to communicate with different styles
- Adapting your approach

- Be able to recognise the individual behavioural styles within your team
- Understand how to adapt your communications to suit the different needs within your team
- Be able to relate to and influence your team more effectively

# Why Buy?

## Why open programmes?

With courses ranging from 1-3 days and running regularly across the UK, TACK's open programmes give you access to training and development at a time and place that's convenient to you:

- As well as networking opportunities you'll gain a different perspective from other delegates, their companies, sectors and experiences
- You can be more open and self-critical amongst strangers
- The right programme can be selected to address individual development needs
- Training one or two people at a time spreads your investment
- Departmental work schedules are less likely to be disrupted
- TACK handles all the administration

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# Leadership in Senior Management

## Supporting your career development

Whatever route you take in your career, we're on hand to provide support and access to a programme that is specific to your needs.

The key to success is your people – their skills, motivation, flexibility and productivity. The ability of your leaders, managers and supervisors to inspire and develop your people to achieve optimum performance is therefore vital. So whatever your level of management experience, TACK has a selection of highly practical programmes designed to meet the challenges you and your team face in an ever changing business environment.

Senior level	Leadership in Senior Management Financial Understanding for the Senior Executive
Specific skills	Presentation Skills Developing Your Interpersonal Skills Making Your Time Count Successful Networking Coaching Skills Measuring Training Return on Investment
Entry level 2	Motivational Leadership
Entry level 1	Management Essentials 2 Management Essentials

## The TACK difference

- Accredited Centre for sales and sales management qualifications from The Institute of Sales & Marketing Management
- Winner of the Sales Trainer of the Year at the British Excellence in Sales and Marketing awards in 2008
- The only training company to have won two National Training Awards for sales training
- First training company to achieve ISO 9001 Quality Assurance, continuously maintained since 1992
- First training company to achieve Investors in People accreditation, maintained continuously since 1991
- Leadership & management programmes endorsed by The Institute of Leadership and Management
- Training designed and delivered in 45 countries and 25 languages

