



Workshop

Overview

Learning Objectives

Delivery

Lead and Manage 101

Lead and Manage 101 is a dynamic course designed for professionals ready to step into supervisory roles or strengthen their leadership potential. Participants will develop core skills in communication, delegation, performance conversations, and motivating others, while gaining insights into their own leadership style. Through interactive activities, case studies, and practical tools, this course builds the confidence and capability needed to lead teams effectively, navigate challenges, and create a positive impact. Ideal for aspiring or new people managers, it provides the foundation to grow from individual contributor to influential leader.

- Transition to leadership:
 - Shift from an individual contributor to a leader
 - Understand and adapt to new responsibilities and status.
- Team and people management:
 - Motivate and inspire team members.
 - Shape a collaborative and high-performing team culture.
 - Develop coaching and feedback skills to support team development.
 - Effectively delegate tasks and manage workload.
- Communication and influence:
 - Communicate authentically, assertively, and with impact.
 - Conduct difficult conversations and manage conflict effectively.
 - Build trust and foster collaboration.
- Personal development and self-management:
 - Enhance self-awareness, emotional intelligence, and resilience.
 - Develop a personal leadership style.
 - Manage stress, burnout, and personal energy.

Face to face with facilitator or Online via Zoom





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DEVELOPING CAPABILITY. DELIVERING IMPACT

Duration	2 days
Cost	\$6600
Location	Venue to be provided by client
Maximum participants	25

