



Module 2 – Progressive Leadership Skills



Reasons to Attend

Leading others effectively precedes leading yourself first. The purpose of this course is to help you identify the core skills that you need to lead in any situation. By defining and refining your leadership style, this course will help you motivate your employees and appreciate what strengthens relationships at work, reduces stress, and how to become a talent magnet. Through our leadership methods, you will define the ways to encourage your teams to engage in your organizational goals and to create a culture of respect and growth.

Course Methodology

The course is designed for all decision-makers within your company. It is divided into independent modules and is adjusted to the number of attendees. In a group course, attendees gain all strategies for leading their teams through role-plays, group activities, and cases that are included for each module to strengthen participants' ability to transfer the knowledge into the work environment. Awareness building, skill-building, and reflection times are carefully designed to ensure the right impact.

Content

1. Lead with integrity

Every leader is unique, but what all of them have in common is being honest, trustworthy and reliable. These are the fundamentals to creating successful relationships with people. Leaders understand that their actions set the standard for their entire team and that their influence reaches far beyond themselves.

2. Exploit their creative potential

Creative thinking has been named as one of the top skills to learn nowadays. For emerging leaders, creativity and creative thinking are amongst the skills that you need to develop. We will share how to tap into your creativity, how to break your routine to trigger creativity, and much more. The best leaders make a continual effort to expand their minds and increase their understanding—of their field, of leadership, of those around them, of the issues of the day, and of the world in general, by learning new, creative ways of thinking.



3. Great leaders are intentional about being accessible

Outstanding leaders make a concentrated effort to be accessible and available to those who need them. Consider this: if the people you work for as well as those who work with and for you do not want to approach you, you are missing a huge opportunity to gain important information and risk losing professional credibility.

4. Great leaders are improving their communication skills

They know the importance of being careful in every word they write, say, email, text, and tweet. Like all of us, they communicate across different levels of formality, but in every situation, they make sure their communication is clear and appropriate. The art of communication is the language of leadership and essential to success, and it works for those who work at it.

5. Great leaders make others feel valued

Great leaders never forget that the utmost emotional need we have is to feel valued and appreciated. And they make sure they do their part so that everyone they encounter, from their CEO to the temps and interns, understands that his or her contribution is important and appreciated. Ensuring reward systems that are meaningful and tailored to support employee aspirations inspires confidence and trust, and is undoubtedly the key to a happy and positive workforce.

6. Great leaders take care about the most valuable – coworkers

Investing in relationships should be imperative as you also need support from your employees. Long term benefits are considering your reputation, that once earned is difficult to be changed, or changed quickly. Skills such as team building, relationship building, both in-person and online are essential for ensuring delivering tasks, decreasing stress at work and contributing value to their organizations and coworkers.

7. Great leaders set an example for others to follow

Great leaders show those they lead respect and integrity—the two central traits of leadership. Quietly and without preaching, they model the behavior they would like to see in others. The ability to lead through influence, rather than authority, is the most important quality of a great leader. Influence requires strong coaching, emotional intelligence, effective communication, negotiation and consensus building skills.



8. Great leaders know what motivates employees

Do leaders and employees have the same motivational drivers? Are they similar or different? Would it be possible to lead a person, a team, or a whole organization if you are uncertain about the answers, and what makes someone choose to come back to the office in the morning? Enterprises and organizations are increasingly recognizing the need to implement motivational and engaging strategies to keep their employees and by motivating employees in the right way, workplace negativity is minimized and **both** individual and organizational performance are enhanced.

Course Objectives

By the end of the course, participants will be able to:

- Identify leadership style and refine own character strengths ✓
- Understand what motivates your employees ✓
- Understand your employee expectations ✓
- Communicate with your team more successfully ✓
- Create a respectful and successful work environment ✓
- Increase organizational productivity and employee engagement ✓

Target Audience

HR team members, 1st and 2nd level managers, team leaders, and other stakeholders and decision-makers who want to build a positive work culture in their organizations.

Certificates: By the end of every course, attendees will be awarded a certificate for successful attendance or accomplishment, provided by Kitanovski consulting.

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