



LEADERSHIP

## The Oxford Leadership Seminar

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( 5 Days Training Course )



## Introduction

This seminar is designed to provide practicing or potential leaders with the knowledge and skills required by the role. This leadership course enables your leaders to critically explore the key idea that the most important function of a leader is to help their people move through the stages of team development.

It will cover all the critical competencies necessary in effective leadership. It runs like a 5-day Leadership Masterclass.

### The highlights of this seminar are:

- Communicate effectively throughout the organisation
- Balance the conflicting priorities of a leadership role
- Avoiding getting stuck in 'management' functions
- Solve problems and make decisions in a structured way
- Adapt your leadership style to any situation
- Achieve results through your team

## Objectives

### By the end of this seminar, you will be able to:

- Understand the wide range of skills required of the leader
- Develop further the individuals key skills
- Build confidence and ability in leadership skills
- Understand the impact of change on teams
- Develop communication skills
- Generate a strategy for improvement of these key skills in each team member through coaching and mentoring

## Training Methodology

The seminar is based on a combination of interactive activities - group and individual exercises, case studies, and discussions - along with formal delivery of the latest theory and thinking.

The environment will be a supportive one in which individuals with varying degrees of experience will be encouraged to share the approaches they currently use as well as try out new ones that they encounter on the seminar.

The seminar leader will be on hand to answer any questions a delegate may have and to act as a facilitator for building and applying new approaches. We aim for this to be an enjoyable as well as a learning experience and feel that the mix of style and learning techniques will prove valuable to those that attend.

## Organisational Impact

- Leaders take greater responsibility for their personal impact on their people
- They will understand the link between values and behaviour standards in their teams
- They will be exposed to, and will practice, techniques essential for effective leadership
- Provide a proactive support to their managers within their organization
- Increased effectiveness against personal KPI's through more effective use of team
- Leaders with focus on actions and outcomes not theory

## Personal Impact

Develop a culture of continuous sustainable development  
Ability to analyse personal leadership style and personal impact on the team  
Embed positive behavioural change in the minds of leaders  
Increased productivity and performance  
Understanding of how leadership qualities can be transposed to new tasks and new teams

## Who Should Attend?

### This seminar is suitable for:

Any professionals who need to address leadership topics  
Current leaders who do not take advantage of their personal skills as much as their organisations would like them to  
Anyone who would like to achieve a breakthrough in their personal skills

## Seminar Outline

### Achieving Excellence in Leadership Issues

Foundations of Self-Transformation  
Understanding the key roles and responsibilities for the effective leader  
Transformational Leadership  
Identifying and developing the key skills required as a leader  
Leadership styles and their effect on the team  
Situational Leadership  
JoHari's Window  
Understanding the difference between leadership and management

### Excellence in Communication

SWOT Analysis  
Understanding the principles of excellent communication  
The Communication Channels  
Active Listening  
Communication Cycle & Filters  
Identifying and Overcoming your communication problems  
Questioning Skills  
Coaching  
Leadership Beliefs

### Time Management, Problem Solving and Decision Making

Making the best use of your time  
Setting and maintaining priorities  
Understanding the difference between urgent and important  
Identifying your key time stealers  
Making the Pareto Principle work for you  
A structured approach to problem solving  
Identifying the influences on decisions you make  
Selecting and evaluating options  
Creativity and problem solving

### Understanding and Influencing Behaviour

Understanding why we behave as we do  
Personality profiling  
Different types of motivation  
Different forms of behavior

### Managing People to Achieve Results

Maslow's - Hierarchy of Needs  
Frederick Herzberg – Hygiene Factors And Motivation  
Is Money a Motivator?  
Managing Conflict  
Using delegation & empowerment effectively  
Coaching and Developing Others  
The role of coaching & mentoring  
How to Give Feedback

**informatech™** is a global leadership consultancy that aligns people, purpose & strategy – driving socially responsible transformation in global organisations. Our international network includes 215 partners, consultants, and coaches in 24 countries throughout Europe, North America, Latin America, Asia, and Africa. We transform leaders, align teams and create fierce resolve and passion to win.

Typical interventions are to accelerate performance, execute strategy and embed capability and change. Our programmes are part of the core curriculum in many of our client's corporate universities, and our leadership development programmes have over 300,000 executive alumni. Methodologies are based on more than 100 corporate turnarounds and performance acceleration assignments in FTSE 100 and Fortune 500 companies. Austria, Belgium, Brazil, Canada, China, Colombia, Denmark, Finland, France, Germany, Italy, Mexico, Norway, Poland, Portugal, Russia, Serbia, South Africa, Spain, Sweden, The Netherlands, UK, Uruguay, and the USA.



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# Registration Form

## THREE WAYS TO REGISTER

- +44 (203) 2399994
- www.informatech.co.uk
- info@informatech.co.uk

### Course / Seminar Title

| Venue / Hotel | Date         | Fees     |
|---------------|--------------|----------|
|               | From / / 201 | € - Euro |
|               | To / / 201   | +20% VAT |

Course fees include documentation, luncheon and refreshments. Delegates who attend all sessions and successfully complete the course assessment will receive an Informatech London Certificate of Completion.

All registrations are subject to our terms and conditions which are available at <http://informatech.co.uk/terms.aspx>. Please read them as they include important information. By submitting your registration you agree to be bound by the terms and conditions in full.

#### Payment Method

- Bank Transfer \*
- Credit Card Payment

## DELEGATE DETAILS

First Name : \_\_\_\_\_ Last Name : \_\_\_\_\_

Your name as will appear in attending certificate

Telephone No. : \_\_\_\_\_ Mobile No. : \_\_\_\_\_

Kindly Provide us International Roaming mobile number

Email Address : \_\_\_\_\_

Kindly write valid email address to send your e-learning materials

Company Name : \_\_\_\_\_

Country : \_\_\_\_\_ City : \_\_\_\_\_ Post Code : \_\_\_\_\_

if it is apply



We highly recommend you secure your room reservation at the earliest to avoid last minute inconvenience.

You can contact the Hospitality Desk for assistance on Email: [hospitality@informatech.co.uk](mailto:hospitality@informatech.co.uk)

#### PAYMENTS

A confirmation letter and invoice will be sent upon receipt of your registration. Please note that full payment must be received prior to the event. Only those delegates whose fees have been paid in full will be admitted to the event.

#### AVOID VISA DELAYS – BOOK NOW

Delegates requiring visas should contact the hotel they wish to stay at directly, as soon as possible. Visas for non-EURO nationals may take several weeks to process.

If you Need Help Please Send Email to : [hospitality@informatech.co.uk](mailto:hospitality@informatech.co.uk)

#### CANCELLATION

If you are unable to attend, a substitute delegate will be welcome in your place. Registrations cancelled more than 7 days before the Event are subject to a 200 Pound administration charge. Registration fees for registrations cancelled 7 days or less before the Event must be paid in full. Substitutions are welcome at any time.

All registrations are subject to acceptance by (Informatech Training Ltd.,) which will be confirmed to you in writing.

Due to unforeseen circumstances, the programme may change and (Informatech Training Ltd.,) reserves the right to alter the venue and/or speakers or topics.

DELEGATE's Signature

I have read and I accept the terms and conditions

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