



ILM Leadership Development Programme

Leadership 1 Workshop

Objectives

- To develop leadership and management skills
- To be able to review and define your own leadership approach
- To develop effective communication
- To understand the principles of what motivates employees
- To understand the manager's role in performance management
- To understand how to conduct an effective appraisal session
- To be able to explain the principles stages and importance of the disciplinary process
- To understand the actions required to run a successful meeting
- To develop a robust action plan using SMARTER format
- To commit to a follow-up programme

Content

- The Leader's Role
- What I want to be as a leader
- Listening skills
- Questioning skills
- Performance management
- Appraisals
- Disciplinary
- How to run a team meeting
- Redefining my role as a leader
- Action planning