

Leadership Skills for a Lifetime

Briefing

Leadership means establishing a direction for people and organizations to meet the challenges of today and tomorrow. Today's leadership often includes the double-duty role of managing people, time, resources and machinery in order to achieve the objectives required for success. Leaders achieve remarkable results when they establish and maintain a productive work environment, in which employees feel valued, supported and motivated. To achieve these results, effective leaders utilize the four principle centers:

1. Power and empowerment
2. Wisdom and understanding
3. Security and freedom
4. Competence and guidance

As a leader, you can increase your ability to create success. This program will show you how.

You'll add skills for...

- Your direct impact on organizational productivity
- Managing through increased personal strength and competence
- Breaking from the limitations of the past

Helping others achieve organizational objectives by completing their job is a major responsibility of leadership. In today's fast paced world, leaders (no matter their specific job title or function) are required to communicate effectively to achieve these results. Effective communication requires the following:

- Continuous learning and inquisitiveness
- A belief in other people and a positive outlook during the most difficult times
- Efficient actions and a recognizable structure to provide security for others
- Decisive decision making and strength of conviction
- Dedication to the cause and a balanced life that renews enthusiasm

You will learn powerful new ways to....

- 1. Create team spirit through the three resolutions.**
Key in on critical opportunities to stoke the fires of team spirit.
- 2. Turn mission statements into a constitution – a supreme guiding force for your organization.**
Build momentum and conviction to daily assignments targeted to reach the chosen objectives.
- 3. Maintain control while giving people the freedom and autonomy to be effective.**
Build your self-awareness and your awareness of others to capitalize on the momentum of trust.
- 4. The leader's guide to success through the power of influence.**
Learn the keys to capturing the power of your conscience, imagination, and inner strength to visualize and target the result with crystal clarity.



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Leadership Skills for a Lifetime

Outline

Leadership Roles

- Understanding the time-table of leadership
- Leaders as supervisors and managers
- Characteristics of superior leaders in any role
- Situational leadership (including age, gender, ethnic diversity)
- Overview of leadership models
- Leadership formula for personal development

Communication Skills for Leaders

- Framework for quality communications
- Active listening
- The three modes of empathy
- Feedback and delegation
- Communicating with the difficult employee
- Coaching verses counseling
- Dealing with conflict and the 5 chronic problems
- Personal communication action plan

Personal Productivity for Leaders

- Personal productivity assessment
- Time management principles and the 3 cells of empowerment
- Goal setting and conversion to objective based action plans
- Delegation and responsibility
- Effective meetings
- Project management
- Personal productivity action plan

Performance Management Skills for Leaders

- Clarify department and organizational goals
- Set individual goals
- Gather and analyze data
- Performance feedback
- Conducting a performance appraisal

Team Leadership Role

- Accountability
- Challenging the process
- Creating positive change
- Personal mission/vision
- Recognizing and building on accomplishments



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