Leading People and Project Excellence

Course Overview

New managers and supervisors face the difficult challenge of fairly evaluating employee performance and coaching them, so they stay motivated and engaged. By concentrating on the skill development, collaboration and recognition, you can transform your team into strong, confident employees who support the organization's vision.

Leading a team based on merit allows you to lead people and project to high achievement. This 6-hour course shows you how to guide others' development and performance, improve teamwork throughout your department and incentivize employees based on their contributions to the team and company.

Being a Servant Leader

Learn the components of servant leadership and how both choice and service can aid new leaders in helping people develop and perform.

- Discuss the concept of servant leadership and a 4-component model outlining its main principles.

- Define the skills necessary to perform an accurate leadership self-assessment and determine a commitment to service.

- Identify the servant leadership behaviors leaders need to cultivate in order to serve others.

The Leader and the Work

Being a leader is about balancing people and projects, vision and tasks.

- Utilize time management principles to prioritize your current task lists.

- Explain how to properly use delegation to create better opportunities and bench strength.

- Identify what stress is and how to reframe and embrace it.

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Performance Management Methods

Performance management is the foundation of effective leadership, and many tools are available to help develop employees.

- Identify how to effectively communicate performance expectations and progress.

- Explain how to create effective SMART goals for both leaders and employees.

- Discuss the importance of professional development plans in helping employees grow their careers.

Creating High-Performing Teams

Create a high-performing team of people with a common goal, vision and commitment.

- Define the components needed for creating high-performing teams.

- Identify the specific actions that need to be taken to create an effective collaborative work environment.

- Discuss a collaborative problem-solving process that can be utilized to efficiently address problems and roadblocks in the workplace.

Team Motivation and Recognition

How leaders choose to inspire and appreciate employees is a direct reflection of an organization's values and culture. Knowing what motivators work best for which employees is key to a servant leader approach.

- Identify the different psychological motivation theories and how they relate to motivators and incentives within today's organizations.

- Explain the concept of tangible incentives and the effect they have on employee motivation.

- Discuss intangible incentives and how to utilize them to recognize and motivate employees.

Coaching for Success

Effective coaching utilizing a precise approach allows leaders the opportunity to grow and develop the team they have built.

- Determine your proficiency as a coach.

- Discuss how effective coaching can improve employee and team performance.

- Outline how to coach employees demonstrating performance deficiencies.

- Practice providing both positive and opportunistic real-time performance feedback.