

# LEADERSHIP FOR BEGINNERS

## TRAINING



### AIM

This one day event is designed for those who are starting in their leadership career. The first leadership role is often the most difficult and challenging, this one day programme explores the core concepts of leadership and develops the foundations for effective leadership.

We can't provide a magic potion or a box that can produce great leaders, but we can offer them a great start in their leadership careers by providing a sound platform of simple yet effective leadership practice.

During the day we will provide practical, simple tools, tips and techniques that will help you think about and approach leadership in a different way to get different results.

### OBJECTIVES

After completing the Leadership for Beginners course, you will be able to:

- state why leadership is important in the organisation
- identify the key characteristics of effective leadership
- identify the key skills needed for effective leadership today
- use leadership behaviours to improve your leadership abilities
- develop an action plan for further development

### TOPICS COVERED

- Leadership or management - the key differences
- The 5 C's of Leadership
- Personal Branding
- Understanding Behaviour
- Developing a Vision

### INFORMATION

We provide all delegates with:

- Workbooks
- Website Access to:
  - All course material
  - Additional Learning
  - Slide Decks
  - Templates

Additional coaching and support via our 24/7 support line

### RESULTS, BENEFITS & FEEDBACK

"The leadership programme has significantly improved the leadership skills within our business and has strengthened us as a leadership team to drive the business forward. Robin is extremely likeable, fun and most importantly gets results. I would highly recommend him as a trainer and a coach."

*Claire G, Interior Design & Lighting Company*

"I found this module so interesting and have used it at work already. I thought it was great, thank you very much Robin"

*Kersti H, Education and Training Industry*

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Robin has been developing and facilitating leadership and management development for over twenty years. His breadth of experience with clients in all sectors gives him an excellent background for developing innovative, powerful and effective training. He specialises in client-centred solutions that achieve practical results. A captivating speaker and trainer, his interpersonal and natural communication skills induce a relaxed and productive atmosphere in his programmes.

### LEARNING METHODS

Various techniques are used including, but not limited to:

- accelerated learning techniques
- large and small group discussions
- case studies
- tutor input
- real world leadership stories and discussions

### OTHER INFORMATION

Delegates require no previous training to attend the programme although it is of greater benefit if they are in a managerial / leadership role and can bring practical challenges to the session for discussion.

This programme can be linked to the Institute of Leadership and Management Qualifications at Level 3 to allow the delegate to receive a Certificate at unit level or as part of an Award, Certificate or Diploma at additional cost.

### LOGISTICS

Programme timings can be agreed to suit your needs, most clients work with 9.30 through 4.30.

### COSTS / INVOICING

This programme is a one day course and subject to availability. Please get in touch for most recent costings and dates.

Invoicing is 30 days nett

### HOW DO I BOOK ?

Simply send an e-mail to Dan ([dan@rcla.co.uk](mailto:dan@rcla.co.uk)) listing your preferred dates.

We will make contact with you to confirm availability and to organise the logistics.

At this point we ask you to send either a Purchase Order or confirmation e-mail to secure your booking. Please note that until we receive this e-mail your chosen dates may still be at risk.

We will invoice you immediately after the event, unless agreed otherwise.