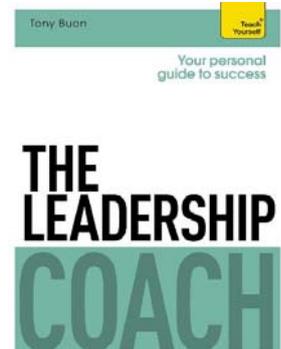


# The Effective Leadership Programme (2 days)

## INTRODUCTION

In today's challenging workplace environment, it is critical to have a proper perspective on the direction in which your organisation is heading. This 2-day course will focus on the essential competencies for leaders and will explore the key people management issues relevant to effective leadership.

Participants on this course will receive a complimentary copy of Tony's latest book – *The Leadership Coach*, published by Hodder & Stoughton in 2014. This book uses the proven workbook method and is packed with interactive exercises and self-assessment tools to help you reach your potential. The workbook can be used to continue personal development following the course either in peer-groups or in private use.



## COURSE OBJECTIVES

At the completion of this course participants should be able to:

- Understand essential leadership management practices
- Describe the latest thinking in management and leadership
- Exhibit a good understanding of fundamental people management concepts
- List the steps involved in a performance management interview
- Demonstrate increased competence in essential communication skills

## COURSE CONTENT

- The transformational leader
- Management and leadership differences
- Your preferred role
- Understanding your leadership style
- Generation 'X' & 'Y'
- Emotional Intelligence
- Communication Barriers
- Introducing listening
- Open & closed questions
- Body language
- Performance management
- Work performance

## COURSE INSTRUCTOR

**Tony Buon** Dip. Wel., B.A (Psych), M.A (Hons) M. Litt (equiv) Dip Med, Grad Edu, CEAP, Cert.Med, MMII

Tony is a very experienced workplace psychologist, coach and published author. He is a Certified Employee Assistance Professional (CEAP) and a Certified Mediator (MII). Tony has over thirty years' experience working with some of the world's leading organisations in over 30 countries.

Tony holds graduate and post-graduate degrees in psychology, behavioural sciences, and workplace education. Tony has taught Leadership, Psychology and Human Resources Management up to Master's Level in Universities and Colleges in Australia and the UK and has also taught on an accredited M.B.A. programme.

He has worked with a number of leading organisations including 3M, ABB, Accor, ADCO, Atos, AXA, BP, BUPA, CIC, CNPC, Chevron Texaco, Coca-Cola, Continental Tyres, CSR, Diageo, Dolphin Energy, Dublin Airport Authority, DuPont, Halliburton, KNPC, London Hospital, Marathon Oil, Midlothian Council, NHS, Scottish Police College, Shell, Sonatrach, Sydney 2000 Olympic Games, Talisman, and University College London.