

# RHYTHM OF LEADERSHIP®

BE MORE. BE BETTER. BE INSPIRED



If you want to be a leader that others want to follow, **RHYTHM OF LEADERSHIP®** will help you build a **SOLID FOUNDATION** that will be relevant throughout your management career.

**LEARN YOUR WAY**  
RHYTHM OF LEADERSHIP®  
is delivered in real and virtual classrooms.

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*Specialist in training & coaching  
people at work*

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## MODULE 1: Leadership and management

- The difference between leadership and management
- Competencies for effective leadership
- Management styles
- Four factors that influence performance
- Vision, values, objectives, and buy-in

## MODULE 2: Communication

- Tools: body language, voice, mind and ears
- Emotional intelligence
- Four communication styles
- Communication contexts:
  - feedback to maintain, improve, or change behaviour
  - driving ownership and responsibility
  - resolving conflict

## MODULE 3: HR for Managers

- Managers' strategic, operational, and L&D roles
- Paperwork: contracts, job descriptions, reviews
- Recruitment, selection, onboarding
- Difficult conversations to improve performance
- Conduct a meaningful performance review
- When to review to HR

## MODULE 4: Developing others

- Matching learning needs to learning styles
- How to coach on the job
- Delegate for success
- Language and techniques to motivate
- Peer coaching
- Development planning

## MODULE 5: Team dynamics and performance

- The difference between groups and teams
- Team dynamics over time
- Team roles and preferences
- Effective and efficient team meetings
- Problem solving techniques
- Techniques to make decisions

## MODULE 6: Self- leadership

- Competencies to thrive at work
- Understanding resilience and bounce
- 10 Strategies to thrive
- Review of all modules
- Planning my leadership rhythm
- Graduation and celebration

*"Doing the leadership training with Arlene was a breeze. It was interactive and everyone could chime in with their thoughts and experiences and have a laugh along the way. At every session we had the opportunity to integrate our learning into our working groups which proved invaluable to making that next step to becoming a valued leader." – J Hessey, Thermosash*

Binspired