

# 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 or virtual classrooms, in full or half days.

**Arlene Nicholson  
& Debi Higson**

*Specialists in training & coaching people at work*

binspired.nz@gmail.com  
www.binspired.nz



## MODULE 1: Leadership and management

- The difference between leadership and management
- Roles and competencies of leaders and managers
- Management styles
- Four factors that influence performance
- Vision, values, objectives, and buy-in

## MODULE 2: Communication

- Emotional intelligence
- Tools: body language, voice, mind and ears
- Four communication styles
- Positive and constructive feedback
- Language to motivate
- Getting others to own and resolve problems

## MODULE 3: HR for managers

- Managers' strategic, operational, and L&D roles
- Paperwork: contracts, job descriptions, reviews
- Recruitment and selection, onboarding
- Difficult conversations to improve performance
- Conducting a meaningful performance review
- When to refer 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
- Tools and techniques to address poor performance

## 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

- Thriving in a dynamic workplace
- Positive intelligence
- Growth mindset
- Review of all modules
- Planning my leadership rhythm
- Graduation and celebration

*"Doing the leadership training with Debi and Arlene was a breeze. It was interactive and everyone could chime in with their thoughts and experiences and have a laugh along the way. Each 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*

The logo for Binspired, featuring a large, stylized blue letter 'B' followed by the word 'inspired' in a smaller, blue, sans-serif font.