

# ASPIRING LEADERS

BE MORE. BE BETTER. BE INSPIRED



# B

This programme is designed for people who want insight into the variety of challenges and rewards this critical role offers.

Investing in **ASPIRING LEADERS** could save you from a job you don't want, or inspire you to work towards a job that's perfect for you.

## LEARN YOUR WAY

ASPIRING LEADERS is delivered as a blend of scenario-based workshops and coaching.

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Getting ahead often means managing a team. But is management really the job for you? Do you know what it takes to lead and manage others?

Find out before you jump into one of the most challenging roles in business.

### MODULE 1: A manager's job description

- What does a manager really do?
- Five management styles
- Skills and competencies to manage others
- What type of manager do you want to be?

### MODULE 2: Interpersonal intelligence

- Communication tools & techniques to communicate, connect and motivate
- Four communication styles
- Communication contexts for leaders

### MODULE 3: A day in the life of a manager

Experience a variety of conversations that fall into a manager's responsibility: saying yes, saying no, constructive feedback, reprimand, coaching, resolving conflict, conversations that take courage, communicating through change, managing up, speaking up.

### MODULE 4: Preparing for the role

- Identify the skills, competencies, and attitudes that you have to offer
- Write a compelling CV and cover letter
- Techniques to influence during an interview

### MODULE 5: The first 90 days

- Set objectives to ensure you get the job
- Plan your first 90 days in the role
- Lead by example

## What you'll be able to do

- Prepare and work a plan to get ready to lead
- Communicate better
- Have difficult conversations
- Prepare a competitive CV and cover letter
- Plan for your first 90 days in the role

*"I always wondered what our manager did, but now that I'm in his role, I now wonder how he did it."  
- a beauty from a recently appointment manager*

**B**inspired