Corporate
Coach Group

Training that transforms

Training Plan

Inspirational Leadership Training

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A Training Plan for Your Organisation

What is the purpose of the training?

The purpose of the training is to initiate a process of rapid improvement, by means of achieving a shared understanding of the correct knowledge and skills that we need to employ, if we are to achieve our stated goals.

Inspirational Leadership Course Summary

Inspirational leadership is about inspiring other people in an organisation, so they are willing to give you their best performance. Leaders do this by demonstrating the values and behaviours they expect in other people.

On this two-day Inspirational Leadership training course, leader-managers will learn the necessary skills in order to lead and positively inspire their teams, for the greater good of the organisation.

Learning Outcomes for the Inspirational Leadership Course

- Become an inspirational leader to improve the success of your organisation
- Decide how you want to be perceived and act accordingly
- Learn the language of leadership
- How to build practical plans that will achieve the vision
- Quickly handle conflict within the team
- Self-reliance: How to inspire yourself
- Inspire others with the correct use of emotional intelligence

Customer Review

> “ The course was very well-rounded and structured in an easily digestible manner. Creating typologies, formats and visual guided were fantastic. Overall, using reason as the anchor for all content was great - makes sense and practical! The presentation was really thorough, engaging and encouraging. Made sure content was reiterated and understood by all delegates.
>
> *Panayiota Kastritis Coffey*

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Inspirational Leadership Training Course Overview

The course is over two consecutive days, during which you will learn the major skills that combine to make you an inspirational leader.

Our definition of an inspirational leader is: "A key member of an organisation who is primarily responsible for creating and communicating a clear vision for a better future; formulating plans that are capable of achieving the vision; organising teams that implement the plan; and inspiring positive emotions of confidence, motivation and rational optimism. In addition, inspirational leaders act as role models to the people they lead."

The course consists of four connected half day sessions:

Day one, morning: Qualities of leadership. Setting a clear vision for a better future. Becoming a role model. Personal code of conduct. The language of leadership. Clear, persuasive communication. How leadership differs from management. The power of positive suggestion.

Day one, afternoon: Performance management. Conflict in the team is inevitable and must be resolved. How to manage conflict quickly, without it affecting the performance of the team. Distinguishing between reasons and excuses for not doing something. The importance of building up people's self-confidence. The importance of appreciation and praise and positive reinforcement.

Day two, morning: Goal focus. Personal initiative. Planning. Prioritisation. Delegation. Decision making. Problem solving. Time management. Handling distractions.

Day two, afternoon: Emotional management. Self-fulfilling prophecy. Positive mental attitude. Self-confidence. Self-control. Two types of motivation; by fear or by desire (positive or negative motivation). How much of each should you use? The failure formula, how leaders commonly fail. The success formula, how winners, win.

Customer Review

> "The course content was very useful, well-structured and easy to follow the rationale. Will attempt to apply it tomorrow. The trainer's presentation was very good at a nice pace, not boring. Would recommend.

Steve Coates
International Greetings (UK) Ltd

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Inspirational Leadership Training Course Details

Day 1 - Morning

All organisations require effective leadership

Effective leadership is the result of the continuous application of a series of definite skills.

On this course we will identify the essential leadership skills, then practice these skills so when delegates go back to the workplace they can apply them.

Our ultimate aim is to use our inspirational leadership skills to get the best performance from ourselves and the whole team, and therefore achieve our goals in the most efficient manner possible.

How can I inspire the best performance from myself and others?

Getting the best performance is achieved by improving your abilities in six major areas of leadership:

1. Setting and communicating an inspirational “vision”
2. Communication skills: Clear, persuasive and inspirational leadership language
3. Planning: Strategic long range planning AND tactical short-range planning
4. Resolving internal conflicts within the team, to form cohesion
5. Self-Mastery - self-control, self-confidence, self-motivation
6. Inspire positive emotions in the minds of others

Self-scoring analysis of your strengths and relative weaknesses.

Goals are the starting point of all achievement

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You are not the most important thing – it is your VISION that is the most important thing.

A leader’s primary purpose is to set up a vision of a compelling future. This vision will act as a motivator and an Inspiration that will be the basis of every subsequent action.

How to set valuable, specific and worthwhile vision

The vision must be believable and realistic, yet optimistic and motivational.

We will show you how to formulate your vision, and to distinguish a vision from a fantasy.

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The difference between a leader and a manager

We will discuss the differences between the concept of leadership and management.

What are the key attributes of leadership? How does leadership differ from management?

Ideally, a leader should have management skills and a manager should have leadership skills.

The role of logic in leadership

Logic is the method of rational thought. If a leader is not logical (or irrational), then that can spell disaster for the organisation.

Leaders need to understand the nature of logical thinking.

Logical thought is:

- Methodical
- Detailed
- Focused upon facts (not guesses)
- Coherent (self-consistent)

The moment the leadership violates the rational rules, then the whole team is at risk.

If the leadership thinking becomes too vague, based on guesses, incoherent, irrational, then the team's results will suffer.

A leader must be able to explain the reasons for the vision.

A leader must be able to explain a rational plan that will enable the team to achieve the vision.

Focus on what can be done, (not on what cannot be done)

Every situation contains two elements: Things that you CAN influence and things that you cannot.

- Leaders concern themselves with the CAN-DO portion of the job
- Non-leaders tend to concern themselves with the NO-CAN-DO portion of the job

You need to identify the team members who are too negative, who concentrate their conversation onto the no-can-do portion of the job.

We will show you how you can redirect their thoughts away from what they cannot, or won't, do and replace it with can-do ideas.

Avoid negative commands: Give only positive commands

Leadership language makes use of the fact that people think in pictures.

Your task as a leader, is to communicate in ways that trigger mental images that are consistent with what you DO want.

A common error is to give negative commands. A negative command is a form of suggestion that causes the other person to think of what it is you don't want. Since action follows thought, they are more likely to do what you don't want.

An example of a negative command is "Don't panic".

We will help you to reformulate negative commands into positive commands.

Day 1 - Afternoon

Conflict Management

The team is composed of a variety of individuals, so personality clashes will occur.

In addition, not everyone will agree with all your leadership decisions, so occasional conflict is inevitable.
Your task as a leader is to identify and resolve the conflicts within the team as quickly as possible.

We will teach you unique methods to help you to resolve conflicts, according to the principles of reason and keep them from degenerating into an emotional clash.

Here are the rules to remember:

- Never attack their personality or motives. If you attack a person's personality, you will lose their loyalty, which you need for your vision to be successful.
- Only comment on behaviours, what they did or said. Not any derogatory opinions of their character.

Agree on corrective actions

Once you have pinpointed the problem behaviour, then state the corrective action you require.
We will show you how to be very objective and specific as well as reasonable.

Gain commitment to improving performance

Negotiate a reasonable solution with your colleague and gain their commitment to an improved performance. Do not ask the person to admit they were wrong.

Use praise and appreciation

Any movement towards your preferred position should be positively reinforced immediately. Use appreciation and praise as your way of encouraging adaptive changes.
We will demonstrate how to apply the principle of positive reinforcement.

Summary and action plan

We summarise the contents of the first day and you make plans as you how you will implement what you have learned.

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Day 2 - Morning

Planning, Preparation for the Future

All great leaders have the capacity to plan, prepare and make ready for the future.

Your task as a leader is to develop your team's ability to make ready for the future by proper planning, prioritisation, preparation and delegation.

The difference between busy and productive work

Busy work is lower value short range activity.

Productive work is higher value, long range activity.

Your leadership task is to spend the lion's-share of your time in the higher value, long-range activity. Your leadership task is to delegate the lower-value activity.

What is wrong with busy-work?

Busy-work keeps you occupied, but occupied with lower value, relatively trivial items.

Poor leaders get bogged down with trivia and, as a result, they take their eye off the ball.

We will help you to keep your eye on the ball.

How to improve your email management

Emails can be a distraction. How to minimise the problem. We will look at how you can manage your messages.

How to make your team more productive, not just busier

How to make the team more productive, not just busier

Your organisation is more effective to the degree that every member uses the P-List skills.

The P list skills are: Planning, prioritising, preparation, prediction, problem solving, prevention of avoidable error and proper protocols.

We will help you apply the P list skills.

How to Work smarter not harder

Leaders apply two principle that allow them to work smarter

1. The pareto principle: 80/20 rule.
2. The law of diminishing returns.

We will help you apply the 80/20 rule, so you get the most value from every situation.

Problem-solving and decision-making

The ultimate skill of leadership is the ability to make the right decision.

Leaders make the right decision.

1. Yes or No decision
2. Which one, what kind decision
3. One Problem, three causes, six solutions analyses
4. What is the right order of tasks?

We will help you to become more decisive and to get to the right decision.

Day 2 - Afternoon

Inspiring the positive emotions

The essence of leadership is the ability to inspire a positive emotional response in the minds of others.

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How mental attitude can improve performance

A person will always be influenced by their mental attitude and feelings, (emotions). So, inspirational leaders should spend time figuring out how to positively influence the emotions of others.

Create and sustain positive attitude

The leadership must create and sustain a positive mental attitude in their own minds: Then use their own attitude to influence others.

Conversation control

Conversation control is about taking conscious control of the content of your conversation, and ensuring that the lion's-share is optimistic, and goal orientated.

Continuous improvement

One way to keep people motivated is to embrace and apply the principle of continuous improvement.

Improvement by evolution, rather than revolution.

Evolutionary progressive change intended to improve the current situation.

Change management

In order to improve; change is necessary. Sadly, many people hate change.

Leaders need to instil an acceptance, of the need to change:

Or even better; inspire an avid desire to adapt, change and to improve upon the current levels of performance.

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Personal performance planning

How are you going to apply the important leadership lessons contained in this course?

Customer Review

> “ Training course content was excellent, a lot of learning styles, formulas to put into use within the work place and in my personal life. Trainer’s presentation was excellent. Easy to follow, I like the training motivation provided.
>
> *Shelley White*
> *Employ Recruitment UK Ltd*

Training Costs / Investment

Bespoke In-House or Live-Online Course

£2,450 + VAT per training day, (8 – 16 delegates)
Plus, travel and hotel accommodation for trainer if needed (Premier Inn type)
International Price Varies

In-House training has been designed to provide a similar experience to our open courses, however we can tailor the content to fit your specific needs.

We are able to train in your timezone.

All our training includes:

- Two full days of quality training, delivered by an experienced trainer
- Total of 12 CPD training hours (usually 9am - 4.30pm), plus an additional 2-3 via post-course online independent learning
- Full course training workbooks
- Training certificate
- Access to additional free training material after the course via our post-course portal
- 3 months free telephone coaching: Whilst you are implementing what you have learned, if you need to, you can contact us for support and guidance

We suggest the following plan of action:

Please send to us:

1. Any amendments or changes you wish to make to the programme.
2. Your thoughts.
3. The next step you would like us to take.

Thank you.

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Customer Reviews

> The course content was good, informative, practical, with useful examples to add evidence to theory. The trainer's presentation was clear and concise. I understood everything being presented. No questions needed to be asked which is rare!
>
> *Nikki Masters*
> *Ask Europe plc*

> The training course content was very good, makes you think about how you talk to others and how to change. It demonstrates ways to have clear action plans to achieve targets you set yourself and the company set for you. The trainer was very knowledgeable about his subject and made it interesting and enjoyable.
>
> *Louise Booker*
> *Cheshire and Merseyside Commissioning Support Unit (NHS)*

> The content of this course was exceptionally interesting and easy to understand. I learn a lot about myself and how to improve. I really feel inspired to develop my behaviours after today. Trainer's presentation was very engaging and interesting.
>
> *Sam Sutherland*
> *ASDA*

> I found the topics on 'accurate communicator' and 'inspiring', very useful. The SMART plan I will use in my workplace and hopefully change my thoughts. The training delivered a very good course, which, truthfully, I never though I'd enjoy, but I found the course very useful.
>
> *Kevin Ferguson*
> *Forestry Commission*