

ESSENTIALS OF LEADERSHIP



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TRAINING CENTER



Introduction

Essentials of Leadership builds the foundation every new and aspiring leader needs. Leadership is the practice of achieving results through people, and it rests on a small number of durable capabilities: clear direction, honest communication, fair expectations, and genuine development of others. This Essentials of Leadership Training Course develops those capabilities through practical, workplace-based learning. Participants examine leadership styles, communication, motivation, delegation, coaching, feedback, and conflict handling. Furthermore, the course covers team development, accountability, and how leaders respond when pressure rises. It also addresses the transition from individual contributor to leader. As a result, participants leave with a clear, usable toolkit for leading people well from the start.

Essentials of Leadership Course Objectives

- Apply leadership styles flexibly using Goleman's six styles and situational leadership.
- Set direction with clear vision, priorities, and SMART objectives.
- Communicate with impact using structured messages and the pyramid principle.
- Motivate teams using Herzberg's theory and self-determination theory.
- Delegate effectively using the five levels of delegation.
- Coach team members with the GROW model.
- Deliver constructive feedback with the SBI model.
- Develop teams through Tuckman's stages of group development.
- Manage conflict and difficult behaviour using ThomasKilmann conflict modes.
- Hold people accountable fairly and lead small changes with confidence.

Course Methodology

The course applies interactive, practice-based methods:

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- Facilitated workshops on real leadership challenges.
- Role-play of coaching, feedback, and difficult conversations.
- Case studies of leadership success and failure.
- Self-assessment of leadership style and emotional intelligence.
- Group problem-solving with structured peer feedback.
- Action planning that converts each technique into a leadership habit.

Who Should Take This Course

- New and recently appointed team leaders.
- Supervisors and first-line managers.
- Mid-level managers and department heads.
- Technical specialists moving into leadership.
- Project and program team leads.
- Professionals preparing for a leadership role.

Essentials of Leadership Course Outlines

Day 1: Foundations of Leadership

- Defining leadership and distinguishing it from management.
- Reviewing trait, behavioural, and contingency theories.
- Applying Goleman's six leadership styles.
- Using situational leadership with team readiness levels.
- Building emotional intelligence and self-awareness.
- Establishing credibility, trust, and fairness.
- Assessing your leadership strengths and development gaps.





Day 2: Communication and Influence

- Structuring messages with the pyramid principle.
- Practising active listening and powerful questioning.
- Running effective briefings, meetings, and one-to-ones.
- Communicating vision and direction clearly.
- Applying Cialdini's principles of influence ethically.
- Influencing peers and stakeholders without formal authority.
- Delivering a structured leadership message with feedback.

Day 3: Motivation, Delegation, and Accountability

- Applying Herzberg's two-factor theory to motivation.
- Using self-determination theory for autonomy and engagement.
- Delegating with the five levels of delegation.
- Setting expectations with SMART goals and clear standards.
- Holding people accountable without micromanagement.
- Recognising contribution and reinforcing performance.
- Building a delegation and follow-up routine.

Day 4: Coaching, Feedback, and Team Development

- Coaching with the GROW model.
- Delivering feedback with the SBI model.
- Running structured performance conversations.
- Developing teams through Tuckman's stages.
- Building psychological safety and shared accountability.

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- Supporting development plans and career conversations.
- Practising coaching and feedback in role-play.

Day 5: Conflict, Change, and Leadership Practice

- Managing conflict with ThomasKilmann conflict modes.
- Handling difficult conversations and behaviour issues.
- Leading small changes with clear communication.
- Making decisions with structured option analysis.
- Managing your own time, stress, and workload as a leader.
- Seeking feedback and planning continued development.
- Finalizing a personal leadership development action plan.

Conclusion

By successfully completing Essentials of Leadership, participants will have acquired practical knowledge of leadership styles, communication, motivation, delegation, coaching, feedback, accountability, and conflict handling. They will have gained skills in leadership communication and influence, team motivation and delegation, coaching and performance feedback, and conflict and change management, plus a personal action plan. Gentex Training Center designed this program to help new and aspiring leaders lead people with confidence.

FAQs





Q1 What is the "Essentials of Leadership" course about?

It builds the core capabilities that make leadership work. Participants study leadership styles, communication, motivation, delegation, coaching, feedback, accountability, team development, conflict handling, and leading small changes.

Q2 What are the key benefits of the "Essentials of Leadership" course?

Participants gain clearer direction, stronger team commitment, and fairer, more consistent management. Teams also receive better guidance and feedback, resolve disagreements faster, and benefit from the accountability that keeps standards steady.

Q3 What skills will I gain from the "Essentials of Leadership" course?

You will develop four core skills: leadership communication and influence, team motivation and delegation, coaching and performance feedback, and conflict and change management.

Q4 What tools, methods, or standards are covered in the "Essentials of Leadership" course?

The course covers Goleman's six leadership styles, situational leadership, the pyramid principle, Cialdini's principles of influence, Herzberg's two-factor theory, self-determination theory, the five levels of delegation, SMART goals, the GROW coaching model, the SBI feedback model, Tuckman's stages of group development, ThomasKilmann conflict modes, and structured option analysis for decisions.



Q5 How is the "Essentials of Leadership" course applied in real-world practice?

Participants apply the methods to live leadership tasks, such as setting team objectives, delegating a task with clear standards, coaching a developing team member, giving feedback on missed commitments, and mediating a disagreement. Each module ends with an action commitment, so learning transfers directly into daily leadership.