

MAXIMISING YOUR LEADERSHIP EFFECTIVENESS



GENTEX[®]
TRAINING CENTER



Introduction

Maximising Your Leadership Effectiveness Training Course helps leaders get more genuine impact from the authority and relationships they already hold. Leadership effectiveness is not about working longer hours or pushing harder; it comes from clear priorities, credible communication, deliberate delegation, and a team that performs without constant supervision. Many capable leaders under-deliver because their effort is spread thinly and their influence is unfocused. This program corrects that. It covers self-management, influence, team leadership, and impact measurement. As a result, participants learn where to concentrate their leadership effort for the greatest return. Furthermore, the course covers conflict, change, and personal resilience.

Maximising Your Leadership Effectiveness Course Objectives

- Assess personal leadership effectiveness and identify priority gaps.
- Apply the situational and transformational leadership models deliberately.
- Manage time, energy, and attention with the Eisenhower matrix.
- Set direction and priorities with vision and SMART objectives.
- Delegate using the five levels of delegation and the RACI matrix.
- Communicate with the Pyramid Principle and structured briefings.
- Influence stakeholders using persuasion principles and reciprocity.
- Coach team members using the GROW model.
- Handle conflict with the Thomas-Kilmann model and hold difficult conversations.
- Lead change with Kotter's eight steps and the ADKAR model.

Course Methodology

- Facilitated sessions built around live leadership challenges.

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- Diagnostic self-assessment and structured peer review.
- Role-play of briefings, delegation, and difficult conversations.
- Group exercises in prioritisation and influence planning.
- Case studies of high-impact and low-impact leadership practice.
- Simulation of a leadership review and change decision.
- Reflection, feedback, and a personal leadership effectiveness plan.

Who Should Take This Course

- Managers and team leaders at all levels.
- Experienced leaders refining their practice.
- Newly appointed managers establishing habits.
- Business unit and functional leaders.
- Project and program managers leading teams.
- HR and organizational development professionals.
- High-potential employees preparing for leadership.

Maximising Your Leadership Effectiveness Course Outlines

Day 1: Leadership Effectiveness and Self-Management

- Defining leadership effectiveness in measurable terms.
- Assessing where leadership effort is currently spent.
- Situational and transformational leadership models.
- Emotional intelligence and self-regulation.
- Time management with the Eisenhower matrix.



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- Energy, workload, and sustainable performance.
- Workshop: leadership effectiveness self-assessment.

Day 2: Direction, Priorities, and Delegation

- Creating vision and clear team purpose.
- Setting objectives with SMART criteria and team KPIs.
- Prioritising with impact-effort analysis.
- Delegation with the five levels of delegation.
- Accountability and the RACI matrix.
- Developing successors rather than doing the work.
- Workshop: building a leadership priority plan.

Day 3: Communication and Influence

- Communication styles and adapting the message.
- The Pyramid Principle for briefings and updates.
- Persuasion principles and ethical influence.
- Stakeholder mapping with the power-interest grid.
- Managing expectations and negotiating priorities.
- Running effective one-to-ones and team meetings.
- Role-play: influencing a resistant stakeholder.

Day 4: Leading the Team and Handling Difficulty

- Coaching with the GROW model.
- Feedback with the SBI and DESC frameworks.
- Managing conflict with the Thomas-Kilmann model.



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- Difficult conversations and underperformance.
- Building trust and psychological safety.
- Recognition practices that reinforce standards.
- Role-play: a difficult performance conversation.

Day 5: Leading Change and Measuring Impact

- Leading change with Kotter's eight steps and ADKAR.
- Stakeholder resistance and change communication.
- Building leadership depth and succession in the team.
- Measuring leadership impact with engagement and performance data.
- Personal resilience and recovering from setbacks.
- Creating a personal leadership effectiveness plan.
- Capstone: presenting a 90-day effectiveness plan.

Conclusion

By successfully completing Maximising Your Leadership Effectiveness Training Course, participants will have acquired the knowledge to focus their leadership effort on what matters, set clear direction, delegate with real ownership, communicate and influence credibly, coach and develop their teams, handle conflict and underperformance, and lead change with proven frameworks. They will also understand how to measure their own impact with evidence. Gentex Training Center delivers this program through applied workshops and expert facilitation, helping leaders achieve more with the authority they already have.





FAQs for the Maximising Your Leadership Effectiveness course

Q1 What is the "Maximising Your Leadership Effectiveness" course about?

It is a training program that helps leaders increase their real impact at work. It covers self-management and priorities, direction setting, delegation, communication and influence, team leadership, conflict handling, and change leadership.

Q2 What are the key benefits of the "Maximising Your Leadership Effectiveness" course?

Participants gain clearer priorities, stronger influence with stakeholders, and more effective delegation. Organizations benefit from leaders who focus on high-value work, teams that act without constant supervision, faster decisions, and measurable improvement in engagement and delivery.

Q3 What skills will I gain from the "Maximising Your Leadership Effectiveness" course?

Participants build leadership self-assessment and priority focus, direction setting and delegation with accountability, communication, influence, and stakeholder management, and coaching, conflict resolution, and change leadership.



Q4 What tools, methods, or standards are covered in the "Maximising Your Leadership Effectiveness" course?

The course covers the situational and transformational leadership models, emotional intelligence frameworks, the Eisenhower matrix, SMART objectives, impact-effort analysis, the five levels of delegation, the RACI matrix, the Pyramid Principle, persuasion principles, the power-interest stakeholder grid, the GROW coaching model, the SBI and DESC feedback frameworks, the Thomas-Kilmann conflict model, Kotter's eight steps, and the ADKAR model.

Q5 How is the "Maximising Your Leadership Effectiveness" course applied in real-world practice?

Learners apply it by auditing where their leadership time goes, concentrating effort on high-impact priorities, delegating with clear ownership levels, briefing stakeholders with a clear ask, coaching team members through obstacles, and reviewing their impact each quarter with engagement and performance data.