

TAKING THE LEAD: INTRODUCTION TO LEADERSHIP SKILLS

A 2-day leadership programme for operatives about to be appointed as Supervisors, or newly appointed Supervisors in the Food & Drink sector

Aimed at: Operatives about to be appointed as team leader or recently appointed team leaders / Supervisors

Trainer: Established over 20 years ago, **Inviso** are highly rated providers of people and organisational development training. They have significant experience working with companies in the food and drink sector and have delivered leadership and management programmes to member companies of Food Drink Ireland Skillnet since 2013.

Programme Objectives

At the end of the programme participants will:

- understand the role of the manager v's individual contributor.
- recognise what's different, use the right pace for the role and situation.
- develop people management skills through structured skills practice.
- examine one's own management style and increase self-awareness as a people manager.

Programme Content

Day One

- **Introduction**
 - Learning outcomes and prog overview.
 - Introductions & key take aways.
 - Problem clinic
- **Manager v's individual contributor**
 - Tips for first time managers
 - Manager v's individual contributor
 - Your role as a manager.
 - Your leadership style/profile.
 - What we know already about the five key skills – how to be effective
- **Setting objectives**
 - What is an objective? Individual & pairs exercise on smart objectives.
- **Organise**
 - What and how is time spent organising.
 - Individual exercise.
 - High leverage tasks 80/20 rule
 - Parkinson's law
- **Delegation**
 - Delegation definition
 - How to succeed 6 steps
 - Skills practice - delegation
- **Communicate & motivate part 1**
 - Definition
 - Following instructions exercise
 - What works and what does not/ barriers & how to overcome them.
 - Listening/body language
 - Your communication style
 - Stand up meeting exercise.
- **Review, evaluations & close**

Day Two

- **Recap on Day 1**
- **Motivation & employee engagement**
 - Motivation
 - Employee engagement
 - Feedback
 - Action plan
- **Measurement**
 - What's measured and how?
 - The benefits
 - Action plan
- **Developing people**
 - The stages of team development and your role at each stage
 - Conflict resolution
 - Action plan
- **Consolidation exercise**
 - Systematic approach to achieving results
 - Team exercise and debrief
- **Action plan**
 - Review objectives
 - Action plan
 - Post-work
 - Evaluations

To book your place, or for more information, contact Mark Skinner, Food Drink Ireland Skillnet, on (01) 6051615 or mark.skinner@ibec.ie