



## Effective Leadership & Maximising Team Performance

### 1 Day Course – FREE

*Great leaders have the quality and skills necessary to deliver results. These attributes and the ability to get the best from your team are essential to succeed.*

### Course Description

A one day impact programme focusing participants on developing leadership skills that motivate for results.

### Overview

This programme will be lead by Graham Naylor of JD Training & Development Ltd. Graham has proven leadership skills developed in the retail and service sectors.

The morning session will explore key attributes of great leaders, the practical application of leadership skills and team motivation. The afternoon offers practical solutions on coaching on how to get the best out of your teams.

### Outline of Course Programme

#### Morning

- Define the qualities of great leaders
- The role & function of leaders
- Leadership in the workplace - where are you now?
- Enhancing your leadership skills – personal planning
- Team Motivation

#### Afternoon

- What are the characteristics of a great team?
- The key stages of the team development
- Understanding your teams strengths & weaknesses
- The high energy team model
- How to turn objectives into team activity

### What next?

### Course information

#### Duration:

1 day course from 9.30 a.m. to 4.30 p.m.  
with a break for lunch

#### Where:

City College Brighton & Hove, Pelham Street,  
Brighton, BN1 4FA

#### When:

Tuesday 20<sup>th</sup> October 2009

#### Cost:

The course is sponsored by the Tourism Futures Project and is free to participants but there will be a cancellation charge if delegates do not attend on the day.

### Goals for the course

As a direct result of attending this programme, delegates will:-

- Understand the qualities of great leaders, their role and function in the workplace
- Enhance their personal leadership skills and aspirations, along with the creation of a personal development plan
- Have clarity on the characteristics of great teams and their role in creating this
- To understand the key stages of team development and how to turn objective setting into team activity
- To understand the importance of team motivation and your role as a leader in achieving this

*Please call City College Brighton and Hove on 01273 667788 ext. 527 or 405  
and speak to Naomi or Jill*