1. Course Details:

Course Code : SFMM-008
Course Title : Leadership and Communication Skills
Course Duration : 5 Days

2. Course Overview:

- Excellent communication and leadership skills have always been one of the essential tools in building a more effective workforce and supplier base. Poor communication is responsible for repeated mis-messaging, lack of understanding, and an increase of stress in the workplace. Charismatic leaders are skilled communicators, and coordinators who lead successful teams. Top Coordinators manage time, people and priorities, with the ability to influence and lead at all levels.

- In addition, you will learn how a great leader enhances communication flow within his organization, wins the hearts and minds of his followers, builds consensus and gets results even when faced with resistance or difficulty.

3. Learning Outcomes:

- Communicate in person and in writing with more clarity, confidence and impact
- Increase self-awareness, enabling a greater understanding of strengths & skills gaps as leaders and coordinators
- Implement best practices for influencing peers, managers, subordinates, customers and other stakeholders
- Demonstrate advanced communication skills
- Coordinate people, events and projects with confidence
- Identify motivational traits of people at work and methods of increasing their levels of motivation
- Understand the latest leadership, time and teamwork theories and the practical application in the workplace
- Optimize internal communication and sell their organization's vision, mission and values to their team members

4. Course Contents:

Developing your Communication Skills

- The four C's model of communication
- Connecting: Gaining rapport and building credibility

- Consulting: Effective questioning and listening skills
- Ways to be more convincing and overcoming conflict
- Negotiating agreement and getting a win-win

Understanding your Personal Style and Strengths

- Self-awareness: understanding your strengths and challenges
- Psychometrics: the art of personal profiling
- Leadership style: how do you work with your team?
- Assessing your abilities as a coordinator
- Your own communication style in dealing with others

The Skills of the Effective Organizer and Coordinator

- Dealing with distractions: understanding the value of your time
- Prioritization or procrastination: how to master both
- Setting and communicating goals
- Working together to achieve your goals: the secrets of great team working
- Coordination activities in the digital age; tools and techniques

Practical Communication Skills for the Modern Leader

- Building agreement through the skills of influence
- How to present your ideas, plans and projects well
- Delivering you message clearly, confidently and with impact
- How to manage a meeting of your team or stakeholders
- Using online tools and techniques for real-time communication

Communicating, Coordinating and Leading

- Creating a communication plan for team and staff
- The rules of written communication
- Using feedback and coaching to drive performance
- Personal action planning

5. Our Methodology:

- Make coaching and monitoring innovative and using modern
- Media training also using on the go training by using interactive means and focusing on
- The exercises, practical applications and real situations study.
- Live delivery method, instructor-led training.

- Experienced consultant, trainers, and professional.
- Qualified trainer with high-level experience

6. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

7. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

8. Who Should Attend?

- New Members of a Management Team
- Team Leaders interested in further developing their management skills
- Managers and heads from a variety of departments
- Anyone who wishes to improve the relationship and communication skills