

# Leadership Fundamentals

4.5 PMI PDUs | 4.5 IIBA CDUs

**Format:** Live Instructor-Led Online through Zoom

**Duration:** 4.5 hours

## **Technology and Attendance Requirements:**

Computer with a browser, Zoom, a microphone and speaker. For this workshop, camera should be on if possible and you must be actively participating.

One of the biggest challenges for new leaders is developing the skills required to lead. Leading an engaged team means knowing how to build and maintain relationships, from setting foundations of trust to guiding employees through the key phases of their career development.

Leadership Fundamentals covers the essential skills you need to effectively manage both individuals and teams. Once you learn how to use the language of leadership, you will see more cohesive employee relationships and better results.

This experiential course focuses on realistic examples and hands-on exercises to help you uncover various key concepts for developing crucial leadership skills. You will learn how to build trusting relationships, give effective feedback, and facilitate career development discussions.

## **Learning Outcomes:**

During this course you will learn how to:

- Build strong working relationships with your employees
- Foster trusting environments
- Provide meaningful performance feedback
- Enable productive career development discussions
- Use a practical framework for navigating difficult situations

## **Content:**

- You will analyze a case study to identify the trust builders and trust breakers that leaders encounter.
- You will work with your fellow participants to develop a plan for building trust foundations within your teams.
- You will practice using a simple framework for giving effective performance feedback through role plays and case study analysis.
- You will explore emotional intelligence principles to keep you and your employee focused during difficult conversations.
- You will learn how to identify employees' skill gaps related to their career development and help them create development goals.