

# Universal Leadership Skills

## Background and description

Many people become leaders by accident - often because they were good at their last job and were promoted to a position where they became responsible for people. Often leaders are launched on unsuspecting followers with little or no leadership training. Yet, strangely enough, if you look in the business section of any bookshop, you will see shelves full of books about leadership.

*Universal Leadership Skills* cuts through all the hype. Participants consider their existing leadership styles and practices and learn tried-and-tested models and skills to help them improve. The course combines education about the ideas and philosophies underpinning leadership with highly practical techniques that can be applied immediately back in the workplace.

Every leader should remember that it is YOU your people talk about in the pub with their colleagues and around the dinner table with their families when they get home. What would you like them to say about you as their boss?

## Duration and who should attend

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3-days

### Who should attend?

- Anyone who leads a team at a managerial level

*Universal Leadership Skills* is not just for new or inexperienced leaders. Many previous attendees have been leading teams for many years and still found the course invaluable.

This is not a course for junior managers. There are lots of practical, real-life exercises so people who do not line manage a team should not attend.

## What participants will learn

### Background and principles

- A brief history of the development of leadership theory and key thinkers: Taylor, Gilbreth, Lewin, McGregor, Herzberg
- The Sigmoid Curve
- How leadership style needs to reflect where the organisation is
- Leaders I have known and loved
- Reflections on experiences of being led
- Motivation
- The difference between leadership, management and supervision

## What participants will learn

### Leadership Models

- The **UIMPROVE** Leadership Framework
- Functional Leadership  
Addressing the balance of task, team and individual
- Flexible Leadership  
Adopting the appropriate levels of instruction and attention to suit the scenario

### Leadership Skills

- Leading projects
- Leading Routine Operation
- Leading People
- Leading your team
- Leading people in remote locations
- Leading your boss and your peers

### Optional content

- Leading change
- Leading reorganisation

## Style and structure of the course

This is a highly participative and practical course with maximum opportunity for participants to learn from each other as well as the course content.

Participants are asked to apply what they are learning to their own real-life scenarios with plenty of hands-on exercises. A ratio of two course leaders to a maximum of 12 participants ensures that everyone can have some 1-1 time.

Participants receive **UIMPROVE**'s comprehensive manual, *The Complete Guide to Leadership*. This contains easy to follow, step-by-step guidelines including everything covered on the course and a lot more. Participants can also access other support materials via the **UIMPROVE** website.