

THE NEW LEADERS TOOLKIT

The New Leader's Toolkit program is designed to support and assist participants to transition smoothly from employee to new supervisor.

The New Leader's Toolkit program will develop consistent core leadership competencies amongst new supervisors including communication, decision-making and emotional intelligence.

KEY BENEFITS

- Understanding expectations and responsibilities of being a leader.
- Understanding different workplace communication and personality styles.
- Daily leadership tools for planning, delegating and achieving goals.
- Leading with Emotional Intelligence.

LEARNING OUTCOMES

- Understand the role and responsibilities of being a supervisor.
- Transition into a leadership role with clarity, confidence and effective behavioural tools.
- Identify their own personal communication style and understand the interplay with other communication styles within their team.
- Select and implement a variety of leadership techniques to effectively lead their team with emotional intelligence.

WHO SHOULD ATTEND

For new managers, supervisors and team leaders

DURATION

Full day

METHODOLOGY

A variety of presentation methods and tools are used to ensure the learning experience is interactive, engaging and effective, including:

- PowerPoint presentation
- Group facilitated discussion
- Group activities
- Case studies