

Course overview

Advanced Leadership Skills and Techniques (HF391)



This course exposes participants to more complex leadership skills and serves to provide managers and supervisors with the specific tools and skills necessary to advance their leadership thinking and their ability to successfully react to new business challenges. Specific business needs may include developing a stronger leadership presence, increasing leadership flexibility, or helping managers become better leaders and strategic thinkers.

Audience

- This course is intended for managers and supervisors who would like to enhance their individual, team, and organizational leadership role and advance their thinking, behavior, and actions to prepare for new and emerging leadership challenges

Prerequisites

- Leadership Skills and Techniques or other formal leadership skill training
- Formal training in team building skills

Course Objective

Learn how to:

- Develop a strong leadership presence
- Apply emotional intelligence competencies to enhance individual, team, and organizational performance
- Demonstrate flexibility in their leadership approach to maximize effectiveness
- Develop the leadership potential of a team
- Strengthen a team's leadership role in an organization
- Solve ethical dilemmas

Benefits to You

Develop specific competencies in:

- Continual learning
- Interpersonal skills
- External awareness
- Flexibility
- Team building
- Accountability
- Decisiveness
- Problem solving
- Integrity/Honesty

Why education services from HP?

- **One-Stop Shopping**
Management training from industry recognized experts who bring you PMO Services, Technical IT Training and ITSM/ITIL Training. Worldwide leader in numbers of qualified PMP® certificants
- **Global Training Locations**
State-of-the-art classroom and distance learning facilities at over 80 training locations from Seattle to Singapore that are consistent world-wide. Or setup and deliver training at your location. Localization for all major languages
- **Modular Offerings / Blended Learning**
End-to-end delivery choices – traditional ILT, webinars, self paced WBT, Books or a solution customized to meet specific needs – all available globally
- **Engaging, Effective Courseware**
World-class reference materials – real case studies, example projects, individual and group exercises, fun and engaging simulations
- **Expertise**
Highest quality, most experienced instructors who have real world hands-on experience. Feel safe with HP's award-winning world class service

Course Title: Advanced Leadership Skills and Techniques

HP Product Number: HF391

Category/Subcategory: Business Leadership / Business Leadership

Course Length: 3 days

Level: Advanced Level of Proficiency

Delivery Language: Varies by country

To Order: You can order this course online at <http://www.hp.com/learn>. At the site, select a country, then choose "registration" or "Book a course" and fill out the online registration form.

Next Steps: Communicating Strategically (HF393) or other advanced Business Leadership courses

Detailed Course Outline

Day 1

Leadership Presence

- What is leadership presence?
- Why is leadership presence important?
- Developing leadership presence (lead in the moment, demonstrate awareness of self and others, engage others' emotions, be congruent, act authentically)

Pathway to Self-Understanding

- Sources of self-understanding
- The role of self-awareness
- What is Emotional Intelligence (EI)?
- Misconceptions about Emotional Intelligence
- Emotional Intelligence and the ECQs
- Emotional Intelligence framework

Day 2

Pathway to Self-Understanding (Cont.)

- Emotional Intelligence Self-Assessment
- The Johari Window
- A long-term development approach
- The amygdala highjack and your impulse controls

Developing Emotionally Intelligent Teams

- Establishing emotionally intelligent norms
- How to increase the capacity of the team
- Empathy as part of relationship awareness
- Managing conflict
- Win-win negotiating

Day 3

Ethical Decision Making

- What is ethics?
- The Ethical Type Indicator™
- The seven ethical types
- The importance of core ethical values
- Ethical dilemmas
- Ethical consistency
- Ethical congruence

Participants will develop a personal action plan to apply learned skills in the workplace.

© 2008 Hewlett-Packard Development Company, L.P. The information contained herein is subject to change without notice. The only warranties for HP products and services are set forth in the express warranty statements accompanying such products and services. Nothing herein should be construed as constituting an additional warranty. HP shall not be liable for technical or editorial errors or omissions contained herein.

To locate country contact information and to learn more about education services, please visit our worldwide web site at <http://www.hp.com/learn>.

