**Online Management Training Programme**

Week 1 – Leading Self

* Difference between management and leadership
* 3 levels of self-leadership
* Offering and receiving feedback

Week 2 – Leading Others

* Own motivation – how do you like to be motivated?
* McClelland’s Theory – achievement, affiliation, power
* Motivating others – identifying motivators, how do you motivate them?
* Empathy Map
* Authenticity – balance between being flexible to others and authentic to self.

Week 3 – Leading Teams

* High performing teams – characteristics of high performing teams, what are they?
* Lencioni’s 5 dysfunctions of a team – discuss Lencioni’s model
* Building a high performing team – how can dysfunctions be overcome in F2F and remote working teams?
* Reflection – introduce a reflective learning log, how can reflection help?

Week 4 – Coaching

* Coaching – what is coaching and what is it not?
* Mindful awareness – learning to practice being mindful,
* Active listening – what does this look like?
* Questioning skills using GROW – using GROW Model to understand what questions can be most effective.
* Coaching practice – group coaching exercise in pairs.