



“Innovation distinguishes
between a leader
and a follower.”

**Advance
Leadership
& Organizational
Development**

3 – Days
Training Session
August 22-24, 2015
DUBAI

SKYPE: Brand. Speak
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Discover

Your Brand
Persona and
Create the Difference...

 **BrandSpeak**
Consultancy



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Brand Speak consultancy is empowered by challenge seeking team that provides insights into how to design and deliver quality training solutions to enhance team potential and develop new skills. We are strongly committed to achieve the highest level of excellence each passing day and consistently fulfil the promises given to customers and other stakeholders.

A bit About us

Brand speak Consultancy offers diverse National and foreign training programs in Dubai, Malaysia, Turkey, Thailand , Srilanka and UK for NGO & business Management that includes HR, Finance & Auditing , M& E, Procurement, Health, Wash, Education, Advocacy, Commodities (NFIs and GFD), Livelihood, DRR, Child Protection, Safety & security, women development and Program writing unit.

The Training is delivered by professionals and highly qualified consultants, all of whom have extensive experience of working with NGOs, local government, public and private international organizations and delivering trainings across the world. Our rapidly growing client base spans a wide range of industries and includes educational institutions, small companies, multi-national corporations and NGOs.

Content

Foreword:

Good leaders have always been expected to be able to solve new problems, capitalize on new opportunities and navigate through the ever-changing landscape of business. Leadership is a complex process by which the leader influences others to perform and achieve. The leadership attributes – belief, values, ethics, character, knowledge, and skills – are all traits, which can be learned. This course provides the basis for understanding what leadership is and what leaders do to be successful.

This Leadership and Influencing Skills Training Program will teach you that effective leadership starts with a thorough understanding and congruence of the value systems of all parties.

Introduction & Objectives

Leadership – Role, Skills and Styles

- Definition and the Leadership Grid
- Collaborative leadership
- Transitional leadership
- Visionary leadership
- Situational leadership
- Transformational Leadership

The Evolution of Leadership

- A brief History of Leadership
- The Theory of the Great One
- The Trait Theory

Leadership and Communication

- Basics of effective Communication
- Barriers to communications
- Verbal & non-verbal communication
- The art of listening
- Conducting effective meetings

Leadership and Problem-Solving

- Problem solving steps
- Identifying the problem
- Techniques for developing alternatives
- Getting consensus
- The leader as a problem solver

Leadership and Management

- Authority Vs. Responsibility
- Delegation and Acceptance
- Roles and relationships
- The manager as a leader
- Being a leader: Bridging the gap

Leadership and Coaching

- The coaching cycle
- Pre-requisites for coaching & mentoring
- Coaching for performance
- The Leader's role in coaching
- Managing people issues

Content...

Leadership and Team Building

- Team building process
- Essential building blocks for teams
- The POPCI fundamentals for effective teams - Purpose, Organization, Process, Culture & Influence
- Dealing with internal and external politics
- The Team Leader as a facilitator, mediator & negotiator

Leadership and Motivation

- Principles of motivation
- Motivation theories and their application
- Motivation through goal setting
- Guidelines for setting SMART goals
- Self-actualization in the team

Leadership and Management of Change

- The need for change
- Psychology of resistance to change
- Implementing the change model
- Developing the change management plan
- Communicating for change

Leadership and Decision-making

- Common Pitfalls in Decision-making
- Thinking and Decision-making processes
- Decision-making matrix – Focus & Impact
- The 3D Model – Debate, Discussion & Dialogue

Leadership for the Team Leader

- Leadership life cycle
- Continuum of Leadership
- Leadership for virtual teams
- Developing high performance teams
- Checklist – Team Maturity & Leader behaviors

Organization Development & Change

- a. Concept
- b. Values
- c. Assumptions

Organizational Change

- a. Concept of planned change
- b. Internal and External Factors of Change
- c. Skills of Change Agent
- d. Resistance to Change

Models of Change

- a. A Three Stage Model of the Change Process (Kurt Lewin and others)
- b. Burke-Litwin Model of Organizational Change
- c. Porras-Robertson Model of Organizational Change

Process of Organization Development

- a. Understanding the organizational issues
- b. diagnosing the problems
- c. Feedback on diagnostic information

Organizational Development Interventions

- a. Team Interventions
- b. Inter-group and third part interventions
- c. Comprehensive OD Interventions
- d. Structural Intervention

Key issues in Organization Development

- a. Consultant-client Relationship
- b. Power and Politics
- c. Leadership

International Trainings



Dubai
Malaysia, Turkey
Bangkok & Srilanka

Training Methodology



“**Passion**” is the key essential force that drives our success. It determines everything that We **think** and **do!**”

BSC relies on a variety of training and facilitation methods and techniques. Used whenever applicable, these methods are aimed at enhancing individual and group interaction while maximizing learning. Some of these methods are:

- ✓ Brief presentations by the consultant
- ✓ Group debriefs
- ✓ Individual and team exercises, indoors and outdoors Behavior modeling and role-plays
- ✓ One-to-one and group discussions
- ✓ Case studies, simulations and small projects
- ✓ Video films, videotaping and playback
- ✓ Self-analysis questionnaires and learning instruments
- ✓ Assessment tests at the beginning and end of training programs
- ✓ Individual action plans (to follow up and evaluate training results)

Training Investment

“

A LEADER
IS SOMEONE WHO
DEMONSTRATES
WHAT'S POSSIBLE.

”

- Mark Yarnell

DISCOUNTS:

8% Registration before
July 28th, 2015

First comers and groups are
12% discounted before
July 28th, 2015

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The training fee is 2300 USD covering all
training costs including:

- Training Material
- Certificate & stationery
- resource person
- Accommodation
- Visa (Dubai)
- Round Trip Tickets (Dubai)
- lunch & teas during working hours
- 2 months FREE telephone Coaching

CONTACT PERSON

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