

Leadership Workshops

Course Number: 01027

Soft Skills: Leadership Workshops

Course length: 1 or 2.0 day(s)

Course Description

BLE's leadership Workshops help you develop qualities of good leadership essential for career success. Improve your performance by increasing your effective leadership skills.

BLE's leadership Workshops provide numerous avenues for enhancing the qualities of good leadership in you and in your team.

These leadership Workshops help you fulfill your potential through effective leadership skills training in areas like: team building, strategic planning, decision making and more. All leadership Workshops teach valuable insights, proven to work in a "real world" environment. Register today for one of BLE's Workshops on effective leadership skills to boost your performance every day.

Course Objectives:

Taking this course on leadership for administrative professionals affords you the opportunity to better deal with setting work expectations, influencing and motivating people to perform well and providing feedback and coaching

- Acquire the confidence and self-esteem to help you step up to an administrative leadership role
- Understand behaviors specific to leadership for administrative professionals
- Develop strategies to influence and motivate up, down and across the organization
- Learn to set expectations and provide feedback and coaching whether you directly or indirectly supervise people
- Identify and apply emotional intelligence behaviors

Performance –Based Objective:

- Stepping up to the leadership challenge
- Thinking strategically about your role and your organization
- Creating partnerships that get you the information and resources you need
- Leading teams and individuals without direct authority
- Emotional Intelligence (EI): assessing and developing skills
- Career development strategies: creating your own personal development plan

Target Student:

Mid- level managers, administrative assistants, executive secretaries, office managers, team leaders or office support personnel with formal and informal supervisory responsibilities.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.



For Training Information, call 410-461-1083