



Seminar Description

“Enhancing your leadership skills in difficult economic times”



Training Requirements:

This specific seminar will concentrate on improving the participants’ performance by increasing and enhancing their effective leadership skills in difficult economic times like the one we are facing today. To achieve these objectives the seminar will cover subjects such as:

- Discovering and evaluating your current performance/ leadership orientation and style through a leadership test
- Mastering the core leadership traits
- Finding out if leaders are born or made
- Setting goals to improve your (and your team’s) performance
- How leaders build teams and how teams build successful companies
- How leaders maintain a positive attitude to achieve desired results
- How leaders communicate – communication skills leaders use

Training Objectives:

- Improve leadership skills
- Enhance communication, trust and teamwork among colleagues
- Adopt a new mindset (positive attitude) for better end results
- Handle complaints and disputes (within and outside the company) efficiently and with proper guidance
- Strengthen your interpersonal skills and teambuilding approach



The seminar is aimed at:

- Business owners
- Department leaders
- Key accounts managers
- Sales Executives/ Sales Representatives
- PR / Marketing / Human Resource professionals

Means and Methods of Training:

- Lecture, demonstration, group work and practical applications

Seminar Language:

- The seminar language can be conducted either in Greek or in English



SEMINAR TIMETABLE

<u>Enhancing your leadership skills in difficult economic times</u>				
Session times *		Duration *	Content Details (Includes theoretical and practical applications)	Instructor
Start	Finish	(hours, minutes)		
09:00	09:45	0.45	Session 1 <u>Master the core leadership characteristics</u> What is leadership? -What are the core characteristics of an effective leader? -What is the difference between a manager and a leader?	Michael Virardi
09:45	11:00	1.15	Session 2 <u>How to enhance your leadership skills</u> -Exercise on how to measure your current leadership skills -The four different styles of leadership -How goals can improve a leader's performance -The importance of a Role Model in our professional and personal lives -Case study based on leadership	Michael Virardi
11:00	11:15	0.15	BREAK	
11:15	12:15	1.00	Session 3 <u>How to adopt a teambuilding approach and attitude</u> -What are the main characteristics of a successful team? - The Law of Significance: Employees=Teammates -Factors which promote good working relationships and develop teamwork -Factors that impede good working relationships and teamwork -The pinnacle of teamwork	Michael Virardi



12:15	13:15	1.00	<p>Session 4 <u>Build trust and better communication between you and your teammates</u> The role and importance of trust in the workplace -Factors that build trust between colleagues -The principle of reciprocity within your team -Analysis of some of the “21 Irrefutable Laws of Leadership” by John Maxwell (see some examples below)</p> <ol style="list-style-type: none"> 1. The Law of Addition: adding value by serving others 2. The Law of the Picture: the best example of leading is leading by example 	Michael Virardi
13:15	14:15	1.00	LUNCH	
14:15	15:15	1.00	<p>Session 5 <u>Analyzing Maslow’s Hierarchy of Needs</u> Analysis of Maslow Hierarchy of Needs and how it relates to our peers in the work place. A USA survey of over 40,000 employees from all industries has revealed the 10 top incentives for employees in order to motivate them even further. Analysis and group discussion on the top 10.</p>	Michael Virardi
15:15	16:15	1.00	<p>Session 6 <u>Case study</u> <u>Analysis of a leadership related book</u> "Our Iceberg is Melting" by John Kotter and Holger Rathgeber. Discussion follows in groups</p>	Michael Virardi
16:15	16:30	0.15	BREAK	
16:30	17:30	1.00	<p>Session 6 <u>Case study continued</u> <u>Analysis of a leadership related book</u></p> <ul style="list-style-type: none"> • "Our Iceberg is Melting" by John Kotter and Holger Rathgeber. Discussion follows in groups (continuation) • Concluding remarks (Q&A session) 	Michael Virardi

Total time of instruction ***

7:00

To make a booking or get more information, please contact Christine S. Antoniou: (tel.) +357 25811511, (fax) +357 25375118, (e-mail) christine@michaelvirardi.com (e-mail) ask@michaelvirardi.com.