

## Leadership Skills

- Get results through people -

Quaestus Consulting

TRAINING CLUB



### Quaestus Training Club

This course is one of a suite of 1 and 2-day workshops offered by Quaestus Training Club.

**Join Training Club** and become part of a local community of leading organisations, where you know the trainers, get involved in the design of high quality workshops and immerse your employees in a stimulating training environment.

For more details visit our website [www.quaestus.co.uk](http://www.quaestus.co.uk) or call Linda Wilkinson on 01752 300192 now.

*"A master can tell you what he expects of you. A teacher, though, awakens your own expectations."*

Confucius  
Chinese Philosopher

### Overall Objective(s)

To develop the essential skills and knowledge to enable delegates to lead and inspire teams to a greater level of performance.

### Who Should Attend?

An introductory level course, designed for potential and practicing team leaders and which requires no previous experience, training or qualifications. Existing leaders are likely to have a small team and have decision-making responsibility for day to day operations.

### Learning Outcomes

At the end of the two days participants will be able to:

- Achieve more through systematic planning and reviewing
- Motivate teams through involvement and regular communications
- Develop individuals through coaching, delegating and feedback skills

### Course Dates

Please refer to latest schedule.

### Timings

0915 – 1630 with mid morning and mid afternoon breaks and a short break for lunch.

### How to Book

Either on-line at [www.quaestus.co.uk](http://www.quaestus.co.uk) or Telephone: Linda Wilkinson on 01752 300192

### Two Day Content

The course content is based around a tried and tested 3 part framework requiring a balance between task achievement, team motivation and developing individuals.

Within this structure the course also covers:

- Using a Plan, Do, Review method
- Planning, preparing and conducting effective team briefs
- Behaving assertively
- Coaching for performance
- Setting and reviewing SMART objectives



### Course Design and Methodology

The two days will be very interactive and include a combination of:

- Practical leadership tasks
- DVD leadership cinema!
- 1:1 Co-Coaching
- Question & Answer sessions
- Lecturer input
- Group discussion
- Reflective learning & action planning

### Pre-Work

This will include:

- Reflection on current role and team objectives
- Pre-reading on Legendary Leadership Lessons

All available via our new on line training platform.

### Cost

Members will use their membership entitlement accordingly.

**For Non Members, the Pay As You Go cost for individual 2-day workshops is £510 (+ VAT).**

(Cost includes refreshments, lunch and delegate materials).

### Quaestus On Line Training Centre

With our **brand new on line training centre**, delegates can gain access to a wealth of features and information to support them on their training course:

- Course Pre-work and Assignments
- Downloadable Articles
- Useful Links and Book Lists
- Diagnostic Questionnaires
- Discussion Forums
- Contact the Course Tutor
- Submit Feedback
- Course Completion Certificates
- Exclusive fortnightly "Action Point" Emails

They'll still get **first class face to face training** with one of our team, but our new on line centre will support them every step of the way as they transfer their new skills to the workplace.



### Other courses offered by Quaestus Training Club:

#### 2-day events

Influencing & Negotiating Skills  
Interviewing Skills  
Presentation Skills  
Problem Solving & Decision Making  
Project Management  
Report Writing Skills

#### 1-day events

Time Management Skills  
Assertiveness Skills  
Managing Positive Meetings

and look out for our other 'Specials'....