

# Leading Edge LEADERSHIP

*making leadership easy*



**for all your leadership training needs**

*leadership training programmes*

*bite-sized leadership workshops*

*leadership coaching*

*motivational leadership talks*

*facilitation of away days, events and meetings*

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## What We Offer

Leading Edge Leadership specialise in providing tailored leadership, management and personal development training solutions. We work with organisations and businesses who are leaders in their field.



### We offer two core management and leadership programmes:

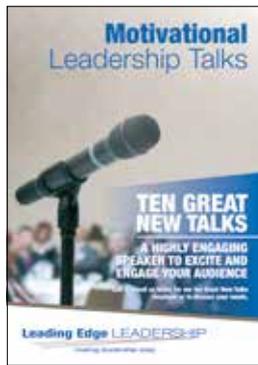
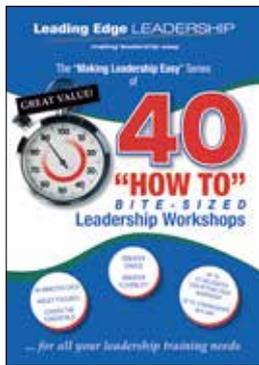
The Highly Effective Manager (two days) **Page 4**

The Highly Effective Leader (two days) **Page 6**

### We also offer eight very popular one-day programmes:

Presenting with Confidence	<b>Page 8</b>	Developing Your Personal Brand	<b>Page 13</b>
Creative Thinking and Innovation	<b>Page 9</b>	Developing A High Performance Team	<b>Page 14</b>
Time Management Skills	<b>Page 10</b>	Train The Trainer	<b>Page 15</b>
Managing Change	<b>Page 11</b>		
Managing Performance	<b>Page 12</b>		

*“great trainers... great content... great experience.”*



## We also offer variety in the form of:

- 40 “How To” 90-minute bite-sized leadership workshop titles **Page 16**

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- A choice of 10 keynote motivational talks **Page 18**

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- A choice of one, two or three-hour coaching sessions delivered face-to-face or online **Page 20**

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- The facilitation of away days, events and meetings. **Page 21**

**“Fast paced... highly interactive.”**

## Our training solutions have been developed to:

- deliver a fundamental shift in the performance and engagement of people
- enable people to do more, do it quicker, do it better, and do it for less
- improve organisational effectiveness and efficiency

## Our approach is to work in partnership with our clients to deliver solutions that make a difference so we will:

- tailor our programmes to meet your exact needs and deliver the outcomes your organisation wants
- provide various strategies for your staff to apply their new skills back at work
- measure the impact of our work on the performance of your people.

All our programmes are fast-paced and highly interactive, offering an engaging blend of activities, discussion and group work alongside the subtle use of multimedia to stimulate thinking and develop capability. We have a team of highly skilled trainers and facilitators, each with an outstanding track record in their chosen field and the necessary experience to deliver the courses you need.

## A robust evaluation system

We use a robust evaluation system to measure the performance of the delegates before, during and after the training. Before the course, each delegate is sent a programme-specific questionnaire to assess their existing knowledge, skills and experience. During the delivery of the programme participants record key learning points in their Personal Development Plan. At the end of the programme each delegate assesses their learning and draws up an action plan. After two months the delegates are contacted again and asked to rate their knowledge of the key learning points and describe how their behaviour has changed.

If you would like to talk to us about this or any other course you are more than welcome to get in touch via telephone **01727 898 332** or email **info@leadingedgeleadership.com**  
 You can also visit us online **www.leadingedgeleadership.com**

## The Highly Effective Manager

### Course Summary

To achieve great results every business and organisation requires every employee to continually develop their skills and behaviours. When an individual is in a management role, they take on the responsibility of achieving those great results through other people.

In this highly interactive and practical two-day programme we focus on the role of the manager and what makes a highly effective manager. Using fascinating real life insights and everyday business examples, six key areas of management are explored in a unique way augmented with challenging practical activities, role play, multimedia and story-telling.

We use a robust evaluation system to measure the performance of the participants before, during and after the training. Before the training,

each participant is sent a questionnaire to assess their existing knowledge, skills and experience. During the delivery of the training programme each participant records key learning points at the end of each of the six sessions in their Personal Development Plan. At the end of the training programme each participant identifies their key learning points and draws up an action plan. After two months each participant is contacted again and asked to rate their knowledge of the key learning points and describe how their behaviour has changed.

This is Leading Edge Leadership's signature management programme providing a truly engaging learning experience for managers at every level.

### Course Objectives

**At the end of this course you will:**

- Have identified the core skills, behaviours and mindset of a highly effective manager.
- Know how to manage your time effectively in terms of how you plan, prioritise and delegate.
- Be able to manage performance effectively through the writing of SMART objectives, asking the "right" questions in informal conversations, and knowing how to hold an effective performance review meeting; understand how to manage under performance.
- Know how to recruit, develop and build a high performing and motivated team.
- Understand the key principle underlying all successful change and be familiar with a simple step-by-step process for managing successful change.
- Be able to communicate effectively in terms of body language and the words you use, learn how to give and receive feedback, including a technique to give a difficult message.

**“Before you become a manager, success is all about growing yourself; when you become a manager, success is all about growing others.”**

*Jack Welch, former CEO of General Electric*

## Course Content:

### Day 1 Session One

#### What Makes A Highly Effective Manager?

- Identifying your current managerial and business challenges.
- How to grow yourself as a manager.
- The difference between management and leadership.
- A highly effective manager evokes possibility in others – identifying the 14 qualities of a highly effective manager.
- The 4 things all highly effective managers consistently do.
- The function of management – how your role adapts and changes over time.
- Identifying your management career goals.

### Day 1 Session Two

#### How To Manage Yourself To Manage Your Time

- How well do you manage yourself to manage your time? – a self-evaluation.
- The three things that impact most on your time management.
- Identifying your biggest time stealer.
- Planning - the key secret for writing an effective "To Do" list; how to effectively manage email.
- Prioritising – how not to prioritise; the two criteria needed for prioritising effectively; the importance of doing the “big tasks” first.
- Delegating – the purpose of delegation; how well do you delegate?; the difference between work allocation and delegation; the key steps for ensuring successful delegation; the impact of delegation for the manager, delegate and for the business.

### Day 1 Session Three

#### How To Manage Performance Effectively

- The key factor that motivates people to perform at work.
- Understanding the performance management cycle.
- Answering the most important performance management questions – what is expected of me? how well am I doing?, how can I do better?
- The key secret to successful performance management – knowing how to write SMART objectives.
- How to informally monitor performance through regular conversations – knowing what questions to ask and how to ask them.
- The one golden rule for having an effective performance review meeting – the 20:80 rule.
- Understanding the root cause of under performance; an eight-step process for dealing with under performance.

### Day 2 Session Four

#### How To Motivate Your Team

- The 10 characteristics of a highly motivated team.
- How do you manage – what is your management style?
- How to recruit, develop and grow your team.
- Building a high performance team culture through coaching.
- Why working as a team is the key to your success.
- Maslow's hierarchy of motivational needs as applied in a business context.
- The five reasons why teams fail.

### Day 2 Session Five

#### How To Manage Change Effectively

- How well do you embrace change? – a self-evaluation.
- How to always sell change as “an opportunity”.
- What needs to happen for successful change to happen? – the key principle underlying all successful change.
- A simple step-by-step process for managing successful change – developing a genuine vision for change, equipping your team with the skills to change, providing incentive, ensuring the right resources are in place for the change to happen, putting an action plan in place.
- The change curve.
- Why people resist change and the impact of “inherited thinking” on business success.
- The 4 questions you need to ask of your team to ensure change becomes embedded in your everyday culture.

### Day 2 Session Six

#### How Highly Effective Managers Communicate

- The 3 things all great communicators do.
- The importance of verbal and non-verbal messages.
- The 5 levels of listening.
- The power of simplicity – how to ensure high performance through simple communication.
- The words and phrases that motivate most effectively in the workplace.
- How to give effective feedback and how to receive feedback.
- How to give a difficult message – being assertive without ever being aggressive.

**“The best managers take a pride in doing the little things other managers don't value as much - and doing them well.”**

*JJ Lynch, Managing Director, Leading Edge Leadership*

## The Highly Effective Leader

### Course Summary

Leadership is complicated, challenging, and full of personal risk. But it also has the capacity to excite and enthuse.

As the leader, you define the culture. You mould what happens in your team and in the organisation. This demands a belief in oneself, a passion for the job, and a love of people. But equally, leadership requires humility, an awareness of others' worlds, and a capacity for aloneness. It is a difficult balancing act that many leaders find challenging.

This two-day programme helps you meet that challenge by approaching the task of leadership from three different perspectives – self leadership, team leadership and strategic leadership.

Through facilitated discussion, challenging activities and practical advice, this programme demystifies the magic of leadership and, above all, answers the question “why should anyone be led by you?”

**Day One** focuses on YOU. What defines you as a leader? What is your style of leading really like? What do you believe about leadership? Self-awareness serves as the starting point for leadership success because greater self-knowledge is a prerequisite for improving personal effectiveness.

**Day Two** focuses on how you nurture relationships with others – building on the premise that leadership is really about growing others to lead. This second day of the programme explores the critical conversations every highly effective leader needs to have, how to coach for excellence, how to lead strategic change, while at the same time being prepared to think differently.

We use a robust evaluation system to measure the performance of the participants before, during and after the training. Before the training, each participant is sent a questionnaire to assess their existing knowledge, skills and experience. During the delivery of the training programme each participant records key learning points at the end of each of the six sessions in their Personal Development Plan. At the end of the training programme each participant identifies their key learning points and draws up an action plan. After two months each participant is contacted again and asked to rate their knowledge of the key learning points and describe how their behaviour has changed.

This is a highly experiential programme focusing on leadership behaviours and skills that enable participants to tackle their business challenges and drive organisational success.

*“Leadership is simple, but it's not easy.  
We make leadership easy - by keeping it simple.”*

## Course Objectives

**At the end of this course you will:**

- understand the unusual combination of attributes for effective leadership.
- know what defines you as a leader, what you believe about leadership, and how you lead as a leader.
- understand that success in leadership is about “growing others” to be leaders.
- be aware of the importance of having a strategic vision; know how to build rapport and show empathy in order to sell your vision and get buy-in.
- know how to give and receive feedback and be aware of the power of affirmation.
- have teased out the critical conversations every highly effective leader needs to have regularly with their team/s.
- know how to coach to build a high performance culture.
- be able to deal with difficult people and situations and learn a technique to differ decisively.
- be aware of the lessons every leader can learn from the leadership style of Barack Obama.

## Course Content:

### Day 1 Session One

#### The Paradox of Leadership

- A belief in oneself V a decent doubt.
- A passion for the job V an awareness of others’ worlds.
- A love of people V a capacity for aloneness.

### Day 1 Session Two What Defines You As A Leader?

- Identifying your core leadership values.
- Your preferred leadership style.
- What you believe about leadership – your leadership point of view.

### Day 1 Session Three How You Communicate As A Leader - Influencing, Persuading and Negotiating

- Creating and communicating a strategic vision.
- How to build rapport and empathy – the 10 key principles.
- How to give and receive feedback – the power of affirmation.

### Day 2 Session Four

#### The Critical Conversations Every Leader Needs To Have

- The 4 questions every highly effective leader asks.
- Why highly effective leaders “start with why?”.
- How to coach to build a high performance culture.

### Day 2 Session Five Dealing With Difficult People and Situations

- Handling people who are aggressive/complainers/always negative/know-it-all/super-agreeable/the quiet one/indecisive.
- How to differ decisively without being aggressive.
- Your preferred conflict handling style - a self-evaluation.

### Day 2 Session Six Building and Leading a High Performing Team

- The different stages involved in recruiting, building and leading a high performing team.
- A step-by-step process for dealing with under performance.
- The lessons we can learn from the leadership style of Barack Obama.

**“Leaders are born and leadership can be learned. The best leaders are often born leaders but the very best leaders are leaders who are willing to learn.”**

*JJ Lynch, Managing Director, Leading Edge Leadership*

## Presenting with Confidence

### Course Summary

In today's working world, presenting is a fact of life – it is a core business skill and we are expected to be good at it. For those of us who worry about presenting, this poses a huge problem: how do we learn to present and get good at it?

This one day course is your answer. No matter what your current level is, you can teach yourself to be a really good presenter. Every aspect of presenting is covered, not only can you learn the nuts and bolts of putting a presentation together, but also the art of presentation performance. Presenting with Confidence is full of tried and tested techniques, with secrets from the most accomplished presenters and, most importantly, lots and lots of encouragement to turn you into a brilliant presenter.

### Course Objectives

**At the end of this course you will:**

- have a very simple three-step template for preparing a presentation and a very powerful three-step template for delivering a presentation.
- be aware of the three things all great presenters do.
- understand the power of simplicity for delivering a memorable presentation.
- prepare and deliver a two-minute work-related presentation with coaching-in-the-moment.
- know how to design PowerPoint slides for maximum effect and how to handle a Q&A session so that you are always in control.

### Course Content:

#### Session One

- Identify the ten qualities of a great presenter and learn the three things all great presenters do.
- How to make your presentation memorable by keeping it simple.
- The innovative presentation techniques so eloquently used by Barack Obama.

#### Session Two

- Presentation Preparation: the three steps you must take before you stand up and present – profile your audience, structure and shape your messages, design your visual aids.
- Presentation Structure: the three steps for delivering the perfect presentation – hook, three key messages, conclusion.
- The Fundamentals of Presenting – overcoming nerves, body posture, eye contact, notes.

#### Session Three

- How to design PowerPoint slides for maximum impact; the two secrets you need to be aware of when using a flip-chart.
- Prepare, practice, and deliver a two-minute work-related presentation with “coaching-in-the-moment” (your presentation is videoed for you to take with you).
- How to effectively handle a Q&A session so that you finish on a high note.

**“90% of the success of your presentation is determined before you stand up in front of your audience.”**

## Creative Thinking and Innovation

### Course Summary

Would you like your employees to be more creative and innovative? They can be. When you apply creative thinking and innovation to every aspect of your business or organisation, you are able to have a sustainable competitive advantage and stay ahead of your competition.

This is a fast-paced, highly practical day with a very personal approach. Each delegate identifies their biggest workplace challenge and applies The Six-Step Creative Thinking Model to come up with the best solution for their identified challenge. Delegates use a range of simple, but very powerful creative and innovative techniques that can subsequently be used across all areas of their work.

*The feedback from this one-day course has been consistently outstanding.*

### Course Objectives

#### At the end of this course you will:

- be familiar with and able to apply The Six-Step Creative Thinking Model for solving your biggest workplace challenge.
- be able to succinctly define your challenge, diagnose the causes, come up with a range of solutions, select your best solution, get buy-in for your solution, and know how to monitor and evaluate your identified plan.
- develop a range of creative and innovative techniques to assess and solve your workplace challenge, including the Why/ Why technique, the Ideas Generation technique, the Effort-Impact Matrix, and the Four-Step Buy-In Model.
- understand the difference between creativity and innovation.
- know whether you are a left-brain thinker or a right-brain thinker.

### Course Content:

#### Session One

- The Six-Step Creative Thinking Model.
- Step 1 - Identifying and defining succinctly your workplace challenge.
- Step 2 - Diagnosing the causes/ root cause of your challenge.

#### Session Two

- Creativity v Innovation – what's the difference?
- Step 3 – Generating solutions; the Ideas Generation technique.
- Step 4 – Identifying your best solution; the Effort-Impact Matrix.

#### Session Three

- Are you a left-brain or a right-brain thinker?
- Step 5 - Implementing your plan and getting buy-in; The Four-Step Buy-In Model.
- Step 6 - Monitoring and evaluating – the only two questions you need to ask.

**“I believe there is always a different way to do things.”**

Richard Branson

## Time Management Skills

### Course Summary

We live in a world where we have more of everything – except time. In today's workplace we are expected to do more, do it better, do it quicker, and do it for less.

This course is for really busy people who want to be able to manage their time and themselves in the most effective way possible. The course helps you identify what steals your time and provides proven techniques to help you plan, prioritise, and delegate effectively.

### Course Objectives

**At the end of this course you will:**

- know how well you manage yourself in order to manage your time – a self-evaluation.
- know the three things that impact most on your time management and your biggest time stealer.
- know the secret of writing an effective “To Do” list and how to manage email effectively.
- be adept at writing SMART objectives for yourself and your team.
- be aware of the two criteria for prioritising and why we should try to do the “big tasks” first.
- know how to say “no” assertively without coming across as aggressive.
- understand the true purpose of delegation and have acquired a simple step-by-step process for ensuring effective delegation.

### Course Content:

#### Session One

- How well do you manage yourself to manage your time? – a self-evaluation.
- The three things that impact most on your time.
- Identifying your biggest time stealer and how to deal with it.
- The three most important things for managing time.

#### Session Two

- Planning – the secret to writing an effective “To Do” list.
- How to manage email effectively.
- How to write SMART objectives for yourself and your team.
- How “not” to prioritise; the two criteria to use to prioritise your workload.
- The secret of saying “no” assertively without coming across as aggressive.

#### Session Three

- How well do you delegate? – a self-evaluation.
- The difference between work allocation and delegation.
- A simple step-by-step process for ensuring effective delegation.
- Why delegation is so important to help get maximum productivity from your team.
- Participate in a range of practical activities using the above techniques to help you manage your time better.

*“We live in a world where we have more of everything – except time.”*

## Managing Change

### Course Summary

The ability to cope with change is crucial to business and organisational success. To remain competitive in challenging times, organisations and the individuals within them have to adopt a positive attitude to change. Change should always be seen as an opportunity.

Changing how people think and what they do will always be a challenge because resisting change is just part of human nature.

Organisations seeking to change need to engage their people to not only be recipients of change but to be proactive in finding new ways of doing things. Because, at the end of the day, organisations don't change – people change.

### Course Objectives

#### At the end of this course you will:

- have self-evaluated how well you embrace change personally.
- know how to always sell change as an “opportunity”.
- have identified the one key thing that needs to happen for successful change to happen.
- leave with a simple step-by-step process for managing successful change – developing a genuine vision for change, equipping your team with the skills to change, providing incentive, ensuring the right resources are in place for the change to happen, putting an action plan in place.
- become familiar with the change curve and understand why people resist change.
- know the four questions you need to ask of your team to ensure change becomes embedded in your everyday culture.

### Course Content:

#### Session One

- How well do you embrace change? – a self-evaluation.
- How to always sell change as an “opportunity”.
- Identifying the one thing that needs to happen for successful change to happen.

#### Session Two

- A simple step-by-step process for managing successful change – vision, skills, incentive, resources, action plan.
- Why people resist change – the “change curve”.
- The impact of “inherited thinking” on business success.

#### Session Three

- The four questions you need to ask of your team to ensure change becomes embedded.
- Practical Team Challenge – how would you manage change in this situation?

*“The biggest impediment to business success is inherited thinking.”*

## Managing Performance

### Course Summary

A robust performance management process is central to achieving high performance.

Setting SMART objectives, monitoring performance both informally and formally, giving constructive feedback, knowing how to deal with under performance and holding an effective performance review meeting are essential skills for all managers.

This one-day course will bring together the very best practice in performance management, enabling you to keep your performance management system and paperwork simple. This highly interactive course will give you the confidence to sell performance management as a highly positive opportunity and encourage the very best performance from all your staff all day, every day.

### Course Objectives

**At the end of this course you will:**

- know the key factor that motivates people at work.
- understand the performance management cycle.
- know the importance of and be able to write SMART objectives.
- know how to informally monitor performance and hold those informal conversations.
- know the one golden rule for holding an effective performance review meeting– the 20:80 rule.
- prepare and participate in a performance review meeting.
- be familiar with a thorough eight-step process for dealing with under performance.
- take away an example of best practice in performance management paperwork.

### Course Content:

#### Session One

- Identifying the key factor that motivates people at work.
- The performance management cycle and the benefits of performance management.

#### Session Two

- How to write SMART objectives – the key to successful performance management.
- How to informally monitor performance through regular conversations - asking the “right” questions.
- How to hold an effective performance review meeting using the 20:80 rule.

#### Session Three

- Keeping the performance management paperwork simple – an example of good practice.
- Using an eight-step process for managing under performance.
- Real life scenario – participating in a performance review meeting.

*“The secret to performance management is writing good objectives – and good objectives are SMART objectives.”*

## Developing Your Personal Brand

### Course Summary

In today's market, outstanding performance is no longer enough if you want to progress your career. Image and visibility are now essential components of career success. You are a brand – and you need to know what your brand stands for.

This one-day course builds a comprehensive profile of “Me PLC” – a fascinating insight into who you are and what you stand for. The starting point is knowing and understanding your personal brand. This will allow you to project the image and impression you want to create in the workplace in a consistent and authentic manner, thereby developing your unique brand.

### Course Objectives

#### At the end of this course you will:

- acknowledge and recognise that you are a “brand”; identify your most important life values.
- build up a comprehensive profile of “Me PLC” in terms of the image you would like to present versus the image you actually present, how assertive you are, your level of self-awareness, how well you manage your emotions, how well you relate to others, and how you handle conflict.
- know how to communicate to build rapport and empathy.
- be able to use a technique to get your opinion across in an assertive way without being aggressive.
- have identified your strengths and weaknesses in interpersonal relationships and gain tips and techniques on how to build relationships and further develop your personal brand.

### Course Content:

#### Session One

- What is personal brand? What do you stand for?
- Your most important life values – what are they?
- The image you would like to present v the image you really present.

#### Session Two

- How your actions/behaviours can brand you.
- The impact of your verbal communication – asking the “right” questions; understanding the power of simplicity.
- Non-verbal communication – body language; the five levels of listening.
- Building rapport and empathy – the ten key principles.

#### Session Three

- Emotional intelligence – a self-evaluation; your strengths and areas for development.
- Your preferred conflict-handling style - a self-evaluation.
- Projecting your personal brand in a consistent manner through a series of practical activities.

**“If you think you are too small to make an impact, try going to bed with a mosquito in the room.”**

Anita Roddick

## Building a High Performance Team

### Course Summary

If you have ever been part of a really great team you will know just how rewarding it can be. Great teams and teamwork are the ultimate competitive advantage any organisation or business has. Yet it is not easy to achieve, because it is not a management achievement – it is the achievement of the individuals themselves. Management can only provide an environment where good teamwork and great teams are able to emerge and blossom.

In this fast-paced programme you will learn how to build a great team and a high performance culture.

### Course Objectives

#### At the end of this course you will:

- be familiar with the six characteristics of great team leaders and the seven features of great teams.
- be aware of the different stages in building, managing and leading a high performing team.
- understand how you manage your team – your management style.
- know how to recruit, develop and grow your team.
- be aware of the five reasons why teams fail.
- know the four questions every team needs to ask of itself to ensure continuous improvement.
- know how to coach and motivate your team to build a high performance team culture.
- understand the root causes of under performance and learn a step-by-step process for dealing with under performance.

### Course Content:

#### Session One

- The six characteristics of a great team leader; the seven features of all great teams.
- The different stages involved in building, managing and leading a high performance team.
- Understanding your personal style when managing your team.

#### Session Two

- How to recruit, develop and grow your team.
- The five reasons why teams fail – and how we can avoid them happening.
- Continuous improvement – the four questions every team needs to ask of itself.

#### Session Three

- Coaching your team to build a high performance culture.
- Maslow's hierarchy of motivational needs as applied in a team context.
- A step-by-step approach for dealing with under performance.
- Practical role plays to deal with different team scenarios.

*“Talent wins games; teamwork wins championships.”*

## Train the Trainer

### Course Summary

The key purpose of a training event is to help people to learn. Learning is an active process – people learn best when they feel involved, can ask and answer questions, discuss, debate, try things out, work in teams, and reflect on and apply ideas. Great trainers understand how people learn, what stops them learning and how to create a stimulating learning environment. Great trainers are facilitators - they encourage and manage discussions, ask great questions, set up interesting activities and provide a truly engaging learning experience.

This practical-based, one-day programme is packed with tips and techniques to take your training to a whole new level. It is suitable for new and experienced trainers who want to avail of the latest thinking, delivery and facilitation approaches so that they can provide motivational, memorable and dynamic training courses.

### Course Objectives

#### At the end of this course you will:

- be aware of the eight core competencies of a great trainer.
- understand how adults learn; how to cater for different learning styles; how to use learning logs.
- know how to structure a training event, set up and debrief group activities.
- be able to show flexibility in terms of – room layout, session timings, letting participants contribute within time constraints, how to handle difficult participants.
- be able to facilitate at an advanced level – the “right” questions to ask to promote discussion.
- be confident using modern visual aids – video clips, flip charts, PowerPoint, music.

### Course Content:

#### Session One

- The eight core competencies of a great trainer.
- How we learn; catering for different learning styles; using learning logs.
- Structuring your training event; setting up and debriefing group activities; showing flexibility.

#### Session Two

- How to facilitate at an advanced level – asking the “right” questions.
- Facilitation activities – each participant will have an opportunity to practice facilitation.

#### Session Three

- How to use visual aids for impact – video clips, flip charts, PowerPoint, music.
- The key secret if you want to stand out as a great trainer.
- Each participant will deliver a short training session.

*“Practice is the price a champion pays to be called a champion.”*

Robin Sharma

# Leading Edge LEADERSHIP

*making leadership easy*

The “Making Leadership Easy” Series  
of

**GREAT VALUE!**



# 40

## “HOW TO”

### BITE-SIZED

## Leadership Workshops

90 MINUTES EACH  
HIGHLY FOCUSED  
COVERS THE  
ESSENTIALS

GREATER  
CHOICE  
GREATER  
FLEXIBILITY

UP TO  
25 DELEGATES  
CAN ATTEND EACH  
WORKSHOP  
UP TO 3 WORKSHOPS  
IN A DAY

*... for all your leadership training needs*

# The “How To” Series of Bite-Sized Leadership Workshops



Our 90-minute bite-sized leadership workshops are designed to make a powerful impact on what your people do and how they do it.

Finding time for training in today’s busy world isn’t easy. Leading Edge Leadership’s 90-minute bite-sized workshops provide your people with the flexibility to attend highly focused learning workshops that will fit in easily around their hectic work schedules.

- Each workshop is completed in 90 minutes – no longer than the average meeting – and is held at your site, anytime, anywhere.
- Every workshop is highly focused and contains the essentials of the topic it covers.

- Up to three workshops can be held in any one day.
- You can choose any combination of workshops and have up to 25 people in attendance at each workshop – so you can provide training for up to 75 delegates per day.

The “How To” bite-sized workshops are designed using accelerated learning techniques to ensure maximum learning in minimum time. Each bite-sized workshop allows your people to learn new skills to put into effect as soon as they walk out of the room. Incredibly time and cost efficient (working out at less than £20 per delegate) this “How To” series of workshops reflects the realities of today’s business environment.

## “How To” 90-Minute Bite-Sized Leadership Workshop Titles

[How To Be Assertive](#)

[How To Negotiate](#)

[How To Motivate](#)

[How To Delegate](#)

[How To Manage Conflict](#)

[How To Facilitate](#)

[How To Develop Your  
Personal Brand](#)

[How To Communicate Better](#)

[How To Build A High  
Performing Team](#)

[How To Influence And Persuade](#)

[How To Be Engaging](#)

[How To Make The Perfect  
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[How To Manage Performance](#)

[How To Manage Change](#)

[How To Manage Your Time Better](#)

[How To Write An Effective Report](#)

[How To Hold An Effective Review  
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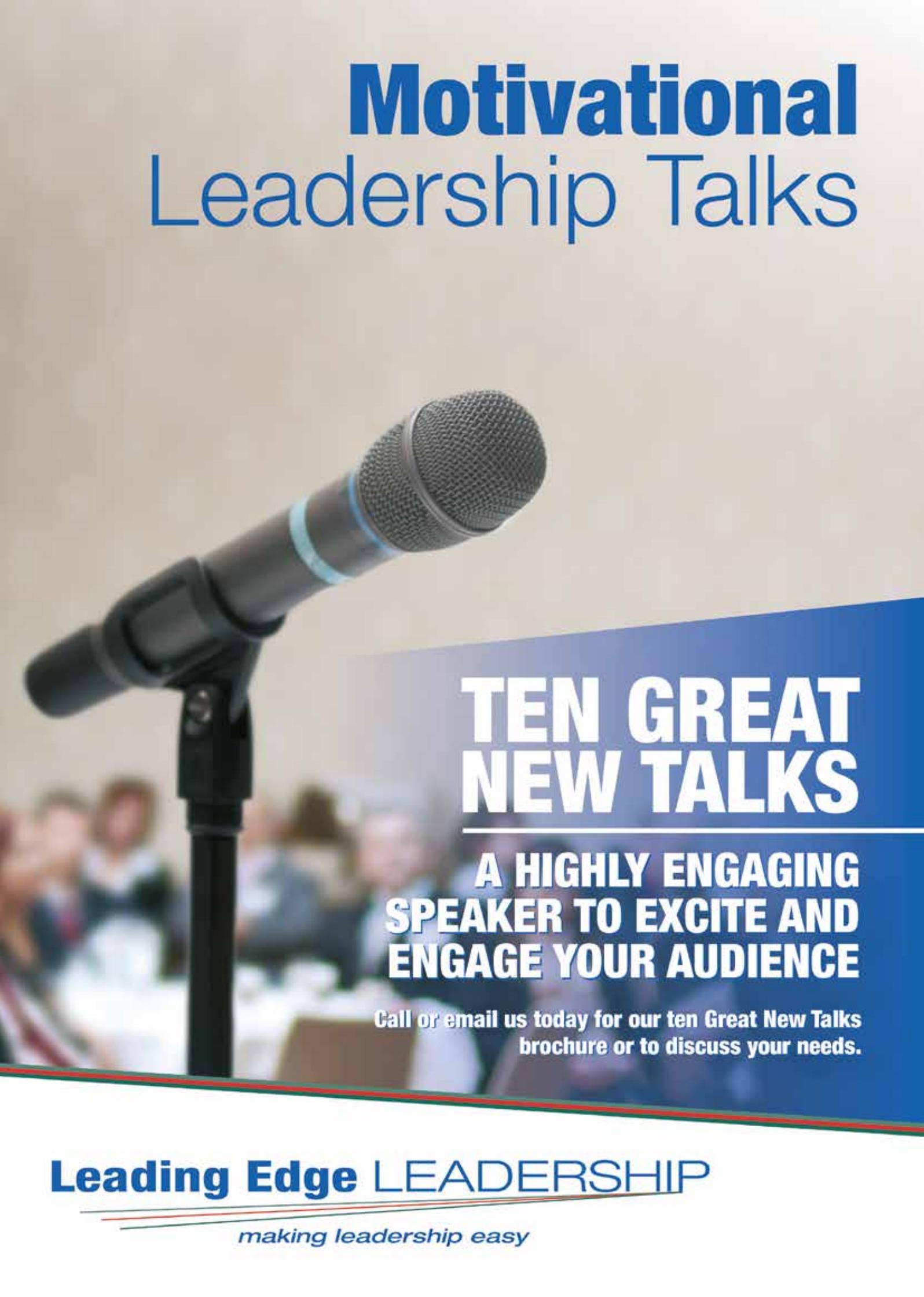
[How To Coach One-To-One](#)

[How To Be The Best You Can Be](#)

[How To Improve Your Memory Skills](#)

[How To Think Strategically](#)

# Motivational Leadership Talks



## TEN GREAT NEW TALKS

**A HIGHLY ENGAGING  
SPEAKER TO EXCITE AND  
ENGAGE YOUR AUDIENCE**

Call or email us today for our ten Great New Talks  
brochure or to discuss your needs.

**Leading Edge LEADERSHIP**

*making leadership easy*

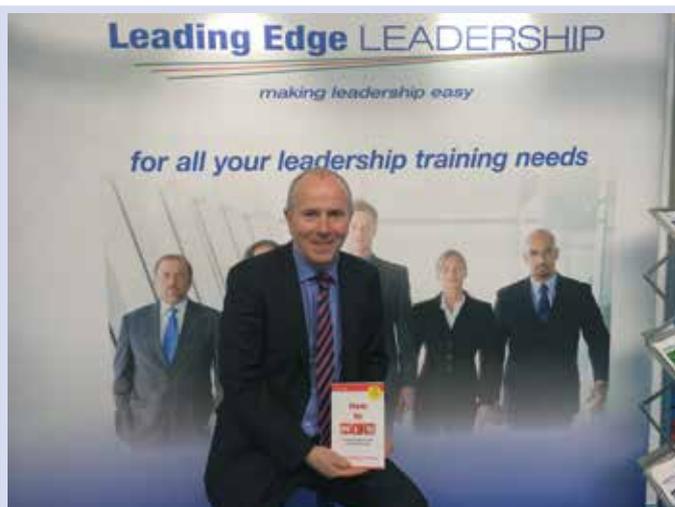
## Motivational Leadership Talks

Are you looking for a speaker for your next function, networking event, celebration, or away-day?

A high energy professional to inspire, energise and inform your audience.

Someone who provides high content and take-home value through a carefully tailored interactive presentation designed to meet your exact needs.

Whether you want a keynote address on leadership, motivation, marketing, starting up in business, teamwork, success, change or personal development, Leading Edge LEADERSHIP can devise a presentation to suit you perfectly.



**JJ Lynch:** international motivational speaker

### Motivational Talk Summaries:

#### **How To Win**

*in life, business and everything else.*

#### **The Simplicity of Leadership**

*Leadership made easy in three simple steps.*

#### **What Makes Successful People Successful**

*How the most successful business leaders think, act, and achieve.*

#### **The Privilege of Leadership**

*The unusual combination of attributes for effective leadership.*

#### **Leadership The Obama Way**

*What we can learn from Barack Obama's leadership style.*

#### **Unleashing The Leadership Potential Of Your People**

*How to get the very best from your people all day, every day.*

#### **How To Lead Your Business To Success**

*What the most successful business leaders do, know, want, say, see, hear, and look like.*

#### **The Making Of Champions**

*The three key leadership lessons from the world of sport to get your business to No. 1.*

#### **Leadership For Growth**

*Grow leaders – grow your results.*

#### **Brilliant You**

*Seven principles for self-leadership and achievement.*

**“If history were taught in the form of stories, it would never be forgotten.”**

Rudyard Kipling

# Leadership Coaching

*Facilitating leaders with the quality of their thinking to enhance the quality of their performance*



Our leadership coaching programmes offer thought-provoking coaching to individuals and teams. All our coaches are accomplished business leaders.

Our approach is practical and results oriented. We place strong emphasis on stimulating goal setting. We work with you in an encouraging yet challenging way to ensure you deliver your goals.

We are at our best when facilitating individuals and teams to create clarity, meaning and forward momentum in times of stagnation or overwhelm.

Our coaching sessions are held face-to-face or online. The sessions can be aligned to meet your needs at any given time, from a one-off individual coaching session to a longer term coaching programme.

Generally the coaching sessions are one hour, two hour or three hour duration.

We aim to accommodate your requirements where possible, in relation to dates and times, venue and any pressing concerns that may arise throughout the coaching session or coaching programme.

# Facilitation of Away Days, Meetings, and Events

*We can provide a professional facilitator to facilitate your away day, your strategic or important meeting, or to act as Master of Ceremonies at your next important event or conference*

**Team away days** are a popular and powerful means of addressing current issues, developing strategy, and improving the performance of individuals and teams. Whether your objective is to get to know each other better, team build to understand each other and your strengths and to work towards a common goal, improve your communication, or to get down to work on a business plan, you will achieve much, much more if you get away for a day or more, change the environment and allow time for the process.

Whatever your purpose, a properly planned and facilitated away day will pay dividends.

**Meetings** sometimes take on an added importance. It may be that a new strategy is being introduced, or

sensitive issues have to be tackled. The presence of a professional facilitator can add greatly to the process – ensuring the meeting runs smoothly, that everyone participates, and that outcomes are achieved.

**A big event or conference coming up?** Are you looking for a Master of Ceremonies to keep the event or conference on track, to inspire, energise and inform your audience? We can provide you with an experienced host who will ensure that everything runs seamlessly and in a professional manner.

**Contact us today for details.**

**Leading Edge LEADERSHIP**

*making leadership easy*

*“Team away days are a popular and powerful means of addressing current issues, developing strategy, and improving the performance of individuals and teams.”*

# OUR SENIOR TEAM



## JJ Lynch

JJ is the Managing Director of Leading Edge Leadership. He is a highly experienced trainer, facilitator, coach and motivational speaker. He has worked in the field of leadership and management for many years specialising in motivational leadership, people development and organisational change. JJ has a Masters Degree in Leadership and Management and formerly ran his own event management company.

He works extensively with a variety of organisations and has worked with delegates from CEO and Director level to delegates at a supervisory management level.

JJ is always in big demand as a trainer and as a motivational speaker across the world. He regularly facilitates workshops and away days and frequently acts as MC (Master of Ceremonies) at large-scale events. His anecdotal style, use of multimedia, and ability to relate the content of his work to real life insights and practical everyday examples makes for a truly engaging learning experience.

## Nicola Wise

Nicola is a leadership and management trainer, facilitator and coach having worked in this field for the past thirty-five years. She has a vast array of experience gathered from setting up and running a successful training and development business in 1992. She is the Director of two companies.

Nicola has worked with a range of large organisations in the UK and Europe including The Baltic States, as well as North America and the Middle East. Sectors worked in include Telecoms, Pharma; Beverages; Retail; Oil & Gas; Banking; Manufacturing; IT and On-line Publishing. She also works with several Universities and Not For Profit organisations.

Nicola enthuses people with a practical, relaxed and down to earth approach that allows her to easily connect with people.

She is a certified NLP Practitioner and a Certified ILM Master Trainer.



## Ernesto Moreno

Ernesto has over 12 years of multinational consulting experience working for some of the biggest consulting firms with clients across different sectors including private, public and non-profit.

His expertise is in Organisational Development, Change Management and Culture Change and he has a proven record of helping organisations transform themselves.

As an entrepreneur, he has established two successful retail businesses and is heavily involved in people development projects. He is passionate about personal development and is frequently seen facilitating leadership seminars or as a guest speaker at different conferences and events around the world.

Ernesto is a natural storyteller. He challenges people to think differently about themselves and move them into action. His personal story is inspiring and his ideas thought provoking.



### **Richard Abrahams**

Richard is a prominent entrepreneur, leadership and management trainer, executive coach, facilitator, author and motivational speaker.

For thirty years Richard has been involved in various aspects of training and development including outdoor education, experiential learning, classroom training and executive coaching, working with all ages from the classroom through to the boardroom.

Richard has extensive experience as the Operational Training Manager for one of the UK's largest 'Out of Hours' Healthcare providers.

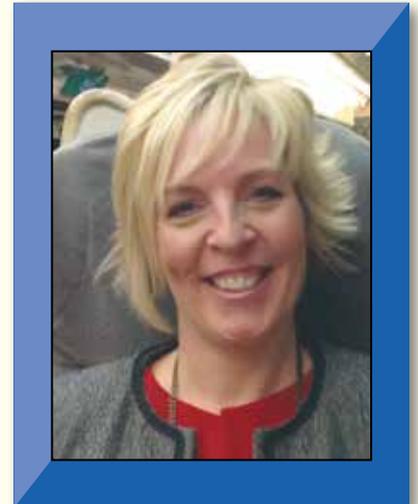
Richard focuses on inspiring delegates to 'Take Action' back in the workplace where the real learning takes place. Richard is the author of the book *Fire Free Work Day*.

### **Angela Rodgers**

Angela has over 17 years experience in training and leadership development, including the design and delivery of management and leadership interventions within private and public sector organisations.

She particularly enjoys working with different cultures, having worked with delegates from the Middle East, Asia and Africa and also in her capacity as a mentor with university students from diverse backgrounds.

Having started her career in business administration in the legal and academic sectors, Angela gained facilitation and leadership experience within drinks and leisure, retail, finance, engineering, logistics, ICT and in local government offices.



### **Russell Caird**

Russell is an accomplished trainer and facilitator and has a wealth of experience in the Financial Services industry having spent over 25 years in retail and corporate banking.

Working at a senior level, Russell was responsible for managing large teams to deliver demanding sales targets. Since moving into consultancy, he has been able to use this "hands on" experience to help individuals and teams achieve their true potential.

Russell has a relaxed and informal approach but retains a clear focus on delivering measurable outcomes. He has worked with a range of blue chip clients to design and deliver various training programmes. Recent programmes include sales skills, culture change, customer service and team development.

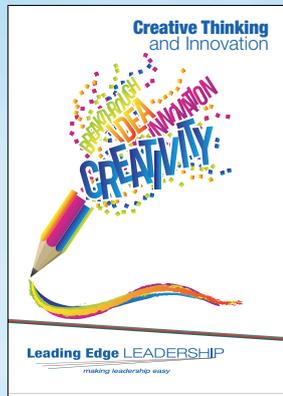
# Our complete range of Training Solutions



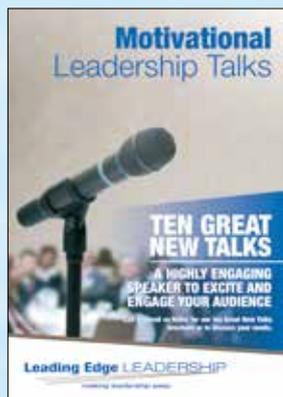
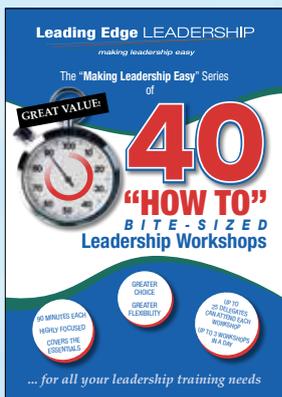
## Core Management & Leadership Programmes

(Two-day programmes)

### One-day Programmes



### We also offer:



We can bespoke any of our programmes to meet your exact needs