

Fundamentals of Leadership – Essential Soft Skills for Corporate Success

Skills & expertise to help you increase your knowledge in the field of various essential soft skills

Course Highlights

The lack of Soft Skills among potential and existing employees is a significant problem for many businesses. Acquiring Soft Skills training for Business and Corporate Sector employees will pay immediate dividends by filling the appropriate industry gap and creating a dynamic leadership resources which is equally essential to successfully compete in this stressful journey of digital transformation and disrupted technology world.

Various studies clearly indicate something besides formal education is missing from our workforce development programs. In a nut shell, these studies clearly indicates Soft Skills is that missing component.



The Importance of Soft Skills in the Workplace

We have all heard of soft skills versus hard skills. Some may still focus all their attention on gaining the hard skills, and found neglecting soft skills in most of the cases. In a nut-shell, soft skills are positive personal attributes that can enhance an individual's performance both on the job and in life, as opposed to hard skills, which are the skills required to perform the occupational requirements of a position.

Being adaptable in the workplace can be important when working on projects, developing strategies and implementing different approaches to doing your job. By showing your employers your adaptability skills, you are revealing how motivated you are to try new things and learn new skills.

This one-day workshop shall discuss various techniques, methodologies including general discussions based on activities and workshop assessments.

A workshop designed to develop leaders for tomorrow:

Today, as companies increasingly need to become more dynamic, interconnected and flexible, thus soft skills are becoming critical. According to various global surveys and reports, senior executives are now considering the acquisition of soft skills as an essential components important to fostering employee retention, improving leadership capabilities and qualities, and building a meaningful culture under a stressful challenging environment.

Leadership is the art of motivating a group of people to act toward achieving a common goal. In a business setting, this can mean directing workers and colleagues with a strategy to meet the company's needs. Leadership captures the essentials of being able and prepared to inspire others. Effective leadership is based upon ideas—both original and borrowed—that are effectively communicated to others in a way that engages them enough to act as the leader wants them to act. A leader inspires others to act while simultaneously directing the way that they act. They must be personable enough for others to follow their orders, and they must have the critical thinking skills to know the best way to use the resources at an organization's disposal.

In business, leadership is linked to performance, and any leadership definition has to take that into account. Therefore, while leadership isn't intrinsically linked to profit, those who are viewed as effective leaders in corporate contexts are the ones who increase their company's bottom line.

About the Workshop Facilitator

Workshops at TLC will be imparted by an experienced passionate trainer with 25+ years of career experience conducting education and training services for local and international customers. Our facilitator have worked for local and international technology leading organizations from technology hands-on to C-level positions. These organizations includes IBM, Fujitsu, ICL, Si3 where he served different portfolios like Advisory IT Specialist, Country Systems Product Manager, Enterprise Business Development Manager, Client Technical Architect, VP IT Infrastructure, Director Technology Deliver Services and COO. These workshops are unique in a sense because it is going to be delivered by a professional managing 250 plus technology and business professionals at one time, interfaced with entry to enterprise business industry-wide customers, earned respect throughout of his

career, successfully delivered large turned key projects under extreme and stressed time lines, developed 500 plus professionals who are currently working in different top 10 computer vendor organizations and in various local and international organizations.

Apart from various industry professional certifications, he is one of the few Pakistani who has co-authored and contributed in 10 IBM Redbooks, developed seven-times IBM AIX operating system certification exams, a part of teams developed IBM AIX 6 and 7 courseware's. He has also designed and developed 70 plus professional courseware's based on Storage and Digital technologies, Enterprise Architecture, Information Security, Cybersecurity, Industry 4.0, Essential Soft Skills.

Target Audience

- Employees in the workplace including customers from all Line of Businesses including Business, Application, Audit, Risk, Compliance, Security, Network, IT operations, Enterprise Architecture, Project Management, Human Resource, Technical Writers, and Legal professionals.
- This workshop is also suitable for Pre and Post Sales Technology Specialists, IT Professionals, IT Consultants, Systems Integrators, Systems & Solution Architects, Sales and Marketing Specialists, Trainers, Young Leaders and Managers.

Workshop Contents

- A 20-minute **ACTIVITY** based on measuring STRESS level of employees during Pandemic.
- How to inspire?
- What is Leadership?
- Leadership – Effective Characteristics .
- Relationship between stress, critical thinking, leadership and decision making.

- Six Critical Thinking Tactics High-Performing Leaders use to make Decisions.
- Difference between Managers and Leaders.
- A 30-minute group **ACTIVITY** based on differentiating between a Managers and Leaders.
- What are the Traits a Manager and a Leader possesses?
- Key traits of a manager and a Leader.
- Key characteristics of Managers and Leaders.
- Types of Leadership Styles.
- A 30-minute group **ACTIVITY** based on Identifying a Leadership Style.
- Things the Leaders do to Motivate their Employees.
- Most effective ways Leaders solve problems.
- You are NOT READY to be a leader if.
- A leader is to recognize the value of their people – HOW.
- The top challenges faced by Leaders today.
- Four things' Leaders can do to address common challenges.
- Five factors for setting up a Leadership Strategy.
- The Three Tests – From Managing to Leading the Teams.
- Tips to be a Good Leader.
- Classifications – Traditional and Digital Leaders.
- Tips to be a good Leader.
- Leadership Characteristics and Excellence.
- Skills required to sharpen your Leadership Practices.
- Workshop Assessment.

Workshop Information

Course Code	: TN306
Course Duration	: 1 Day
Course Location	: TLC, Customer On-site and Online
T&C	: 100% payment in advance.
Course Deliverables	: Comprehensive Student Guide and Workshop Certificate.
Course Fee	: Available on request

