

LEADERSHIP AND SKILLS DEVELOPMENT PROGRAM

Program Overview:

This training program is designed to refine and elevate core leadership competencies. Covering a comprehensive range of topics from effective communication to managing complex team dynamics, the program aims to empower leaders with the tools and insights needed to lead high-performing teams. Leaders will emerge from this program with a Leadership Development Program Certificate and tangible skills in delivering impactful feedback, holding their employees accountable, navigating conflicts, understanding diverse leadership styles, and motivating their teams.

Learning Objectives:

The 2 day leadership and skills development training will cover the following:

Day 1:

- HR 101: Employment Legislation That Every Leader Should Know
- Understanding Your Leadership Style
- How to Give Great Feedback
- Effective Communication
- Managing Conflict in the Workplace

Day 2:

- Effective Delegation
- Building a High-Performance Team
- Performance Management
- Motivate Your Team Through Impactful Coaching
- Importance of Documentation
- Managing Excessive Tardiness and Absenteeism



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Learning Outcomes:

By the end of the training, participants/leaders will:

- Possess the skills required to lead high-performing teams.
- Be adept at providing meaningful feedback.
- Have a solid understanding of effective communication.
- Utilize conflict resolution strategies.
- Delegate appropriately to enhance team productivity.
- Recognize the importance of adapting leadership and communication styles.
- Understand the significance of documentation to hold their employees accountable.
- Gain insights into their own leadership styles, recognizing their impact on the team.
- Be equipped with strategies to motivate teams and manage performance issues effectively
- Possess the skills to lead difficult conversations.

Program Delivery & Assessment Methods:

The 2-day in-person workshop will be led by our seasoned leadership development expert and Exalt founder, Nooreen Kabani, in Vancouver, BC or if the minimum number of participants is reached, the facilitator will come onsite to your workplace (within BC).

This program features a blend of interactive workshops, real-life case studies, group discussions, and role-play exercises to ensure a practical learning experience. Continuous assessment through participant engagement, feedback sessions, and pre- and post-training evaluations will measure knowledge acquisition and applications.



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Facilitator Background:

Nooreen Kabani is a skilled Leadership Development Workshop Facilitator with over 15 years of experience helping individuals and teams reach their full potential. Nooreen brings a wealth of practical experience to her workshops, focusing on actionable insights that leaders can use in their workplaces.

Nooreen has worked with a variety of organizations, from innovative startups to community-centered nonprofits. She excels at creating engaging and customized workshops that address the unique needs of each group. Her sessions are known for being interactive, featuring hands-on exercises, group discussions, and real-life scenarios.

Format: In-Person Group Training

Maximum Capacity: 20

A minimum of 10 participants are required to come onsite.

Duration: 16 hours delivered in 2 full days.

Delivery Method: Classroom

Cost: \$3,000



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www.exalthrconsulting.com

