

## Being a Master Leader

Leadership and influence is derived by a lot of multiple factors. Everyone can be a leader but not everyone can be a Master Leader. This course will help participants to be more confident and be prepared to take the lead. Leading comes along with very vital skills which are Coaching And Mentoring. Coaching And Mentoring focuses on how to better coach employees to achieve higher performance. Coaching is a process of relationship building and setting goals. How well you coach is related directly to how well you are able to foster a great working relationship with your employees through understanding them and strategic goal setting.

This workshop focuses on how to better coach your employees to higher performance.

### Course Outline

- The Evolution of Leadership
- Situational Leadership
- Personal Inventory
- Modelling the Way
- Inspiring a Shared Vision
- Challenging the Process
- Enabling Others to Act
- Encouraging the Heart
- Basic Influencing Skills
- Setting Goals
- Defining Coaching and Mentoring
- Setting Goals
- Understanding the Realities
- Developing Options
- Wrapping it All Up
- The Importance of Trust
- Providing Feedback
- Overcoming Roadblocks
- Reaching the End
- How Mentoring Differs from Coaching
- Wrapping Up

### Course Duration

The standard duration of this course is 30 contact hours.

### Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Define the term “leadership”.
- Explain the Great Man and the Trait Theory.
- Understand Transformational Leadership
- Understand people, how to lead and adapt the leadership styles.
- Explain leading by Directing, Participating and by Delegating.
- Conduct a personal inventory.
- Create an action plan.
- Establish personal goals.
- Define coaching, mentoring and the GROW model.
- Identify the difference between mentoring and coaching. Identify and set appropriate goals using the SMART technique of goal setting.
- Identify the steps necessary in defining the current state or reality of the employee’s situation.
- Identify the steps in developing a finalized plan or wrapping it up and getting the employee motivated to accomplish those plans.
- Identify the benefits of building and fostering trust with the employee.
- Identify the steps in giving effective feedback while maintaining trust.
- Identify and overcoming common obstacles.
- Identify when the coaching is at an end and transitioning

For more information please feel free to contact:

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## Training Methodology

- Class activities
- Group discussions
- Case studies
- Practical sessions
- Question and answer sessions
- Role-plays
- Self-assessment tools
- Activity Sheets
- Short Videos

## Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

## Assessment and Grading system

The Participants will only receive the certificate upon successfully completion achieving a total score of => 70% in both assessments.

- Practical coaching session assessment.
- Multiple choice exam.

## Training resources

- Each participant will receive a copy of the course manual

## Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain

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