

Art of Execution

Course Duration: 2-day; Instructor-led

Time Schedule: 9am-5pm

Lunch: 1:00pm- 2:00pm

Morning Tea-break: 10:30am-10:45am

Afternoon Tea-break: 3:30pm -3:45pm

“Change will not come if we wait
for some person or some other time.
We are the ones we’ve been waiting for.
We are the change that we seek”

- Barack Obama -

PROGRAM OBJECTIVES

Getting people to take action and achieve results is easy. However, are they producing results which are extraordinary? Or just plain ordinary? The fundamental concept of creating extraordinary results from others lies in the increased awareness of our own attitudes and beliefs system as leaders. Until and unless you recognize and accept the reasons for your past and present leadership ways, any action taken only creates similar results which you have been experiencing so far.

Art Of Execution is about getting better results through others by creating a positive shift from self-limiting beliefs to a world of new and exciting possibilities in life that works. The program is designed for you to take a snap-shot of your life and have a look at how you are playing your game. It holds up a mirror to you to reflect on your underlying beliefs that drives your past actions and causes your results. Through this process of discovery, you will learn to push your limits and narrow the gap between your current results and what your potential can truly achieve. The program is a powerful fundamental training for participants devoted to achieving extraordinary results in any area they choose through effective self-leadership and empowerment.

Art Of Execution is about results, with the focus on the following areas:

- Coaching
- Communication
- Conflict management and resolution
- Feedback
- Influence

LEARNING OUTCOMES

After completing the training, you should be able to:

- Achieve common objectives through effective management practices
- Build and strengthen supportive relationships with professionalism
- Create effective management abilities based on characteristics and distinctions
- Focus on team goals and not just individual goals
- Maximize the effectiveness of every team member in an organization

METHODOLOGY

To change your direction, shift your thinking.

However long ago you learnt to ride a bicycle, it's likely an experience you've never forgotten. The skill remains with you today. When was your last corporate training program? How much of what was learnt is actively applied in your business today? Are all that remains the workshop manuals left on your shelf?

Our programs are initiatives that last. They encourage new ways of thinking. They open up ways to create extraordinary achievements. We believe individual behavior and attitude contribute significantly to the overall excellence of your organization. So we focus on what really matters.

Our unique methodology of combining experiential, instructional and discovery learning, and supported by modern coaching technology, creates powerful shifts in attitudes and behavior that will encourage sustainable change in your organization. These changes make an impact on results where it matters.

In our programs, you can expect an extensive use of case studies, debriefing, dyads, facilitated coaching, feedback, games and activities, group discussions, lectures, psychodramas, simulations, story-telling and structured instruments.

FRAMEWORK AND IMPLEMENTATION

Our unique experiential framework and implementation empowers you to:

- Create a renewed sense of direction
- Discover new possibilities for your future
- Engage issues honestly, directly and effectively
- Have greater satisfaction in work and relationships
- Identify origins of your present behaviors and remove limiting beliefs about self and others
- Keep agreements
- Live life with higher self-esteem, openness and vigour
- Maximize the effectiveness of intra and inter-personal communication
- Open up ways to create extraordinary achievements
- Practice more effective leadership abilities

- Produce intended results with increased ability
- Shift your thinking

COURSE CONTENTS

Day 1:

Module 1: Engaging Teams

- Team Development Model
- Forming
- Storming
- Norming
- Performing

Module 2: Being Effective In Engaging People

- Applying learning in the workplace and relationships
- What others say and do and what is important to them
- What we do more of when engaging others
- What we avoid doing when engaging others
- Revealing our blind spots

Module 3: Key Pillars In Communication

- Discovery questioning
- 6 types of questioning
- 3 techniques in discovery questioning
- Active listening
- 6 techniques in active listening

Module 4: Time And Your Priorities

- Time-sensitive tasks
- Investment tasks
- Maintenance tasks
- Extra tasks
- Allocating time for TIME

Day 2:

Module 5: Art Of Delegating

- Task selection
- Person assignment
- SMART description
- Follow-up
- Continuous improvement element

Module 6: Art Of Feedback

- What is feedback
- Giving and receiving feedback
- Feedback models
- Feedback in coaching
- Feedback scenarios

Module 7: Conflict Resolution Models

- The Red Flag
- The White Flag
- The Yellow Flag
- The Blue Flag
- Situational conflict resolution

Module 8: Principles Of Influence

- Reciprocity
- Scarcity
- Authority
- Consistency
- Liking
- Social proof