

Building a Logistics Team

The Course

Demands for building people skills of effective and leaders in today's current business environment are more prevalent than ever before, but a person can only become more effective if they have a high level of self confidence and skills in leadership of people and tasks. These types of management and leadership principles and skills do not come naturally. A person learns and develops skills in these areas through a never ending process of self-study, education, training and experience. Building task leadership skills and practicing self confidence is an effective exercise a leader and manager should complete to sharpen the ability to carry out responsibilities and successfully accomplish goals.

Day 1: Creating a Confident and Credible Image

- What does it mean to be strong, confident, assertive
- Where does self confidence come from
- The comfort zone and its impact on business success
- Banishing the fear of speaking in public
- Self perception and its impact on confidence
- How being confident can help you raise your profile
- Body language and its impact on credibility
- Dress and grooming (everything matters)

Day 2: Confident Communication to Groups

- How to run efficient and effective meetings
- How to prepare for and structure a business presentation
- How to get over the nerves of giving a business presentation
- Effective questioning skills
- Dealing with questions from senior leaders
- How to sell yourself and your organization and your ideas
- Building rapport in business presentations

Day 3: Confident Communicating to Get Results

- The power of using stories to get messages across
- Using analogies effectively
- Using evidence to win people over to your way of thinking
- Increasing your personal power and charisma
- When to be strong and when to play weak
- Inclusive/exclusive language and its effect on people

Day 4: Communicating Passion

- The importance of passion
- Developing courage and confidence in conflict situations
- Beating your comfort zone and taking more risks
- How not to be afraid of speaking strongly in meetings and presentations
- Using our full range of communication
- Powerful closes that move people to action
- Become a magnetic personality

Day 5: Enhancing your Profile within the Business

- How to conduct yourself to senior people
- How sell change to people who don't want to change
- How sell unpopular policies to team
- How to make yourself memorable
- Be a radiator, not a drain.
- The speaking challenge

Day 6: Introduction of Work Task Concepts

- Introductions, course purpose, goals and objectives
- Understanding the role of self-management in managing tasks
- Overview and context of management of tasks
- Identifying some reasons for the current focus on managing tasks
- Understand how work is accomplished in organizations
- Identifying the role of strategic management in leadership of tasks
- Understanding the role of organization type in task management

Day 7: Importance of Planning in Management of Tasks

- Integrating a scope, work structure and management plan in assignments
- Learning to identify and manage stakeholders
- Identifying risk techniques that affect tasks, priorities and deadlines
- Understanding how to develop clarity in purpose and objectives in task assignments
- Identifying the skills necessary to lead and manage work tasks

Day 8: Setting Priorities and Deadlines in our Time Management

- Using the manner we approach work as an initial time management plan
- Planning for time management, scheduling and meeting deadlines
- Integrating time management into development of priorities
- Making the most from meetings, e-mails, interruptions and transition time
- Developing a personal plan, with a "to do" list and priorities
- Dealing with time wasters, procrastination and bosses

Day 9: Skills required to Deal with People in our Work Assignments

- Identifying skills required to obtain the help of others on tasks
- The importance of understanding our ways of working with others
- The importance of interpersonal skill in accomplishment of tasks
- Identifying interpersonal work styles of self and other
- Understanding task flexibility and versatility in people leadership

Day 10: Personally Managing Tasks to Implement Change

- Learning techniques to use communication for success in tasks
- Understand the characteristics of proper communication
- Identifying methods to deal with human change patterns
- Developing a personal plan to become more effective with self-management
- Dealing with some people who struggle with change