

Leadership Communication is one day of our 4 day leadership essentials program It covers public speaking, creating and casting vision, running meetings and organisational communication

- This workshop is designed for middle and senior managers who desire to develop their leadership skills
- Includes supply of leadership templates and assessments. The implications of the assessments will be discussed as a part of the workshop
- This workshop is highly interactive, has role playing, discussion, video, assessments, templates with high take home value
- Each participant receives a comprehensive manual of our normal highest quality material

- **Public Speaking**
 - Overcoming speech anxiety
 - Understanding audiences
 - Understanding the purposes of speeches
 - Being clear on your central idea
 - Having appropriate supporting material
 - Organising your speech
 - Introductions and conclusions
 - Speech delivery techniques
 - Vocal delivery and body language techniques
 - Practice and evaluation of your speech
- **Creating and casting vision**
 - What vision is
 - Vision, strategy and goals
 - Creating vision
 - Refining vision to make it inspiring
 - Bringing clarity, purpose and uniqueness through vision
 - Vision Casting
- **Running Meetings**
 - What good and bad meetings look like
 - Preparing for meetings
 - Developing Agendas
 - Conducting meetings that flow
 - Creativity in meetings
 - Dealing with difficult meeting attenders
- **Organisational Communication**
 - Upward, horizontal and downward communication
 - Using informal communication
 - Defensive and supportive communication climates
 - Developing communication systems
 - Considering your structure
 - How is information shared – formally and informally
 - How vision and motivation happen – formally and informally
 - How social support is addressed – formally and informally
 - How feedback occurs – formally and informally
 - How reward structures happen – formally and informally
 - How participation in change is facilitated - formally and informally
 - How are role structures communicated - formally and informally
 - Information systems