

ULTIMATE LEADERSHIP

Masterclass



Great leaders consistently **inspire great performance**

Want to master the art of great leadership? This program is perfect!
You will learn best practice leadership tools & techniques to confidently inspire, motivate & lead your people to become a high performing team.

Masterclass Benefits

- ✔ Become a highly **influential** leader.
- ✔ Gain leadership **mastery**.
- ✔ Make **communication** your new superpower.
- ✔ How to **recruit top talent** & become more HR compliant.
- ✔ Motivate & **inspire** your team to achieve optimum performance.
- ✔ How to **coach** and nurture your team into high performers.



Pricing Made Simple

12 Day *program*

- ✓ Flexible dates.
- ✓ In-person or live virtual delivery.
- ✓ Key course notes.
- ✓ Interactive training activities.
- ✓ Certificate of achievement.

Price Per Day	£1499
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For example, if you book x15 people,
average price per person (per session)
works out at around

£99
Average **Per Person** Price

Get Full Quote



Where is training delivered?

Option 1 - **Your Place** - At your workplace.

Option 2 - **Our Place** - Send your team to us in Sheffield.

Option 3 - **Virtually** - Live virtual classroom via Microsoft Teams.



Simple pricing

Whether you add (1) delegate or up to (15) delegates per session, the cost remains the same. We simply charge a **fixed day rate**. Want to add more people? Simply let us know.



Powerful design options

Option 1 - **Off-the-Shelf** - Best practice delivery.

Option 2 - **Tailored** - Objectives tweaked to your needs.

Option 3 - **Bespoke** - Full design around your exact needs.



Time-scales?

Option 1 - **Back to back** - Book sessions on consecutive days.

Option 2 - **Weekly** - Train x1 day per week.

Option 3 - **Monthly** - Train your team x1 day per month.

What's Included?

- Day 1** | Leadership Skills
- Day 2** | Management Training
- Day 3** | Advanced Communication Skills
- Day 4** | Time Management
- Day 5** | Recruitment & Selection
- Day 6** | HR Skills for Managers
- Day 7** | Coaching Skills
- Day 8** | Performance & Development
- Day 9** | Dealing with Difficult People
- Day 10** | Stress Management
- Day 11** | Change Management
- Day 12** | Building High Performing Teams



Day 1

Leadership Skills

Gain best practice leadership tools to successfully **inspire, motivate and influence** your people.

Learning Outcomes

- ✓ Discover the role of a successful leader.
- ✓ Build trust & co-operation with your team.
- ✓ Developing your teams vision.
- ✓ Adapt an effective leadership style.
- ✓ Become a leader who people value & respect.
- ✓ How to influence & motivate your team to greater success.



Day 2

Management Skills

Discover the art of **people management** to become a more capable & influential manager.

Learning Outcomes

- ✓ How to goal set for success.
- ✓ How to communicate to your team.
- ✓ Discover successful delegation techniques to boost productivity.
- ✓ How to successfully adopt different management styles.
- ✓ Explain how to conduct meaningful 1-2-1's.
- ✓ Become an influential manager who people want to work for.



Advanced Communication

Better **understand people**, predict their behaviour and become more self-aware.

Learning Outcomes

- ✓ Identify the art of building rapport with different personalities.
- ✓ Discover x4 communication styles and their impact.
- ✓ Learn the power of body language.
- ✓ Describe yourself as a communicator.
- ✓ Discover how others receive your communication style.
- ✓ Successfully communicate with introverted or extroverted people.

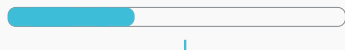


Time Management

Gain best practice techniques to regain control, improve work-life balance & **boost productivity**.

Learning Outcomes

- ✓ Better manage your time thieves & distractions.
- ✓ Identify what time really is.
- ✓ Reduce your common time management mistakes.
- ✓ Discover a range of best practice time planning tools.
- ✓ How to prioritise your own tasks.
- ✓ Become more productive & improve work-life balance.



Recruitment & Selection

Top talent is priceless. Discover a 10 step process to the **recruit best candidates** for your business.

Learning Outcomes

- ✓ How to develop accurate job descriptions.
- ✓ Understand the legal context of recruitment.
- ✓ Plan, prepare & conduct effective interviews.
- ✓ Implement a highly effective 10 step recruitment process.
- ✓ Confidently recruit the right people for the right roles.
- ✓ How to hire people who align with your core values.

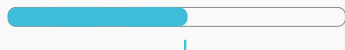


HR Skills for Managers

HR made easy! Better understand employment law to manage employee **conduct & performance** issues.

Learning Outcomes

- ✓ Identify the HR role & responsibilities of a manager.
- ✓ Develop an understanding of employment legislation.
- ✓ Summarise what discrimination at work means.
- ✓ Manage issues regarding staff conduct & capability.
- ✓ Effectively manage absence.
- ✓ Deliver thorough investigations for grievance & disciplinary.



Coaching Skills

Discover how to coach your team to **unlock potential** whilst creating a culture of continuous improvement.

Learning Outcomes

- ✓ Define the purpose of coaching.
- ✓ Develop a coaching habit.
- ✓ How to build rapport with your team.
- ✓ Learn how to give effective feedback.
- ✓ Importance of driving continuous improvement.
- ✓ How to prepare & conduct an effective coaching session.



Performance & Development

How to manage & measure staff performance levels to **nurture morale**, skill-set & overall efficiency.

Learning Outcomes

- ✔ Build a more motivated & efficient team.
- ✔ Confidently manage your teams performance levels.
- ✔ Gain confidence in holding difficult conversations.
- ✔ How to set clear goals to build long-term success.
- ✔ Ensure your people feel more valued & recognised.
- ✔ Nurturing good performance & rectifying poor performance.



Dealing with Difficult People

How to handle difficult & aggressive people to help you reduce conflict & **create positive outcomes**.

Learning Outcomes

- ✓ Confidently respond to difficult behaviour with judgement.
- ✓ Identify different behaviour & personality types.
- ✓ Look for their hidden needs & intentions.
- ✓ Diffuse difficult situations via active listening.
- ✓ Apply assertive communication to respond confidently.
- ✓ How to achieve more positive outcomes.



Managing Stress

Gain best practice **copng strategies** to reduce anxiety, & workplace stress. Start thriving under pressure!

Learning Outcomes

- ✓ Understand signs of stress and their causes.
- ✓ Recognise your triggers and manage them more successfully.
- ✓ Reduce stress levels at work.
- ✓ Avoid mental exhaustion and tiredness.
- ✓ Gain coping strategies to cope with stress at work.
- ✓ Become more productive & start thriving under pressure.



Change Management

Change in any business is inevitable. As managers, how we **plan, manage & communicate** the process will determine how successful the change will be.

Learning Outcomes

- ✓ How change impacts others. (Fear vs opportunity).
- ✓ How to handle resistance to change.
- ✓ How to get people's buy-in and agreement.
- ✓ Manage change through a tried & tested process.
- ✓ Discover the importance of reviewing the change process.
- ✓ Keep others motivated through change.



High Performing Teams

Build a team that **rises to the challenge**, collaborates together & is motivated to achieve your vision.

Learning Outcomes

- ✔ Cultivate a culture of trust and accountability.
- ✔ Create a thriving work environment.
- ✔ Eradicate any blame culture.
- ✔ Improve team cohesion to create a more unified team.
- ✔ Renew your team's motivation for optimum performance.
- ✔ Build a cohesive team who collaborate, grow and win together.



How Our Masterclass Works

5 simple steps to grow your skills

1

Fast Booking

Choose dates that **best fit** your availability.
You can book 12 days in a row or simply
book x1 **per week** or even x1 **per month**.

3

Location

In-person or alternatively
as a **live virtual classroom**.

5

We Listen

- We listen to your **challenges**.
- Provide relevant **solutions**.

2

Design

Choose a program that is;

- **Off-the-shelf**
- **Tailored**
- **Fully bespoke**

4

After-care

Following your training, we will call
you to provide key **feedback** and
support regarding your next steps.

Frequently Asked Questions

01

Can I book virtual & in-person sessions?

Yes. To accommodate your teams availability, we are highly flexible to your needs & therefore you can book live virtual sessions & in-person sessions.

02

Can I cancel at any time?

Good news, once your event is booked, you can cancel up to **14 days** prior to your training date.

03

Do you offer a full training consultation?

Yes. Companies often invite us to their offices to discuss their challenges. We in turn provide highly relevant solutions. Simply email us now to book your training consultation.

04

Can I book coaching with my training?

Yes! You may boost your 'recall of knowledge' by up-to 80%.

Option 1 - **Group Coaching** | Available in-person or virtually.

Option 2 - **One to One Coaching** | Available in-person or virtually.



Why Choose Us

- ✓ Rated excellent on Trustpilot.
- ✓ 75% of client's re-book training.
- ✓ Expert trainers who are highly engaging.
- ✓ Choose from over 70+ Courses.
- ✓ Face to face or live virtual classroom training.



We love developing clients of all sizes



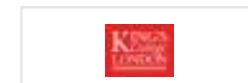
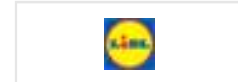
Excellent trainer

Donna was a very professional but friendly trainer with excellent interpersonal skills.

The delegates were really inspired by her training & have already put some of the skills into practice. We are delighted with the outcomes of the training & hope to work with Donna again in the future.

CE

Carolyn Eder



How can we help?

Want to **train your team**? Simply contact our team.

- ✓ 75% of client's re-book.
- ✓ Delivered at your workplace or virtually.
- ✓ Flexible training dates.
- ✓ Training is interactive, engaging & fun.

Email Enquiry ▶

Get Quote ▶

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Email: Info@LiveAndLearnConsultancy.co.uk

