

# informatelch



LEADERSHIP AND MANAGEMENT | LM-040

# New Leaders Development

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# Course content

## Why Attend

Transitioning into a leadership role requires more than technical expertise. New leaders must learn how to motivate individuals, build high-performing teams, communicate effectively, and deliver results while earning the trust and respect of their colleagues. This course provides practical leadership tools and techniques that help first-time managers confidently navigate their new responsibilities, strengthen their leadership capabilities, and build a solid foundation for long-term success.

## Course Methodology

The course combines interactive presentations, leadership assessments, practical workshops, role plays, case studies, group discussions, coaching exercises, and workplace simulations designed to reinforce leadership skills through real-life scenarios.

## Course Objectives

By the end of this course, participants will be able to:

- Transition successfully from individual contributor to effective leader
- Build credibility, trust, and professional influence within their teams
- Apply leadership styles appropriate to different situations and individuals
- Coach, motivate, and develop team members for improved performance
- Build collaborative and high-performing teams
- Communicate effectively, manage conflict, and solve workplace challenges
- Develop a personal leadership growth plan for continuous improvement

## Target Audience

- Newly appointed managers
- First-line supervisors



# Course content

## Target Audience

- Team leaders
- Emerging leaders
- Project coordinators
- Professionals preparing for leadership responsibilities
- High-potential employees

## Target Competencies

- Leadership fundamentals
- Team leadership
- Coaching and feedback
- Communication skills
- Emotional intelligence
- Decision-making
- Conflict management
- Personal leadership development

## Course outline

### Day 1: Transitioning into Leadership

- Understanding the transition from individual contributor to people leader
- Defining the responsibilities and expectations of first-line leaders
- Building professional credibility, trust, and leadership presence
- Applying emotional intelligence to strengthen leadership effectiveness
- Assessing personal leadership strengths and development opportunities



# Course content

## Course outline

- Adapting leadership approaches to different situations and workplace challenges

### Day 2: Leading and Developing Individuals

- Applying adaptive leadership techniques to support diverse team members
- Understanding individual motivation and performance drivers
- Communicating expectations, responsibilities, and performance standards clearly
- Delivering constructive feedback and meaningful recognition
- Coaching employees to improve capability, confidence, and accountability
- Managing challenging conversations with professionalism and empathy

### Day 3: Building High-Performing Teams

- Understanding team development stages and team behavior
- Strengthening collaboration through trust, engagement, and shared purpose
- Applying proven team performance models to improve effectiveness
- Building inclusive teams that encourage participation and ownership
- Managing conflict constructively while maintaining positive working relationships
- Creating a culture of accountability and continuous team improvement

### Day 4: Achieving Results Through Effective Leadership

- Setting clear objectives aligned with organizational priorities
- Planning work activities and allocating responsibilities effectively
- Monitoring performance and maintaining accountability
- Prioritizing workloads and managing time efficiently
- Solving operational problems using structured decision-making techniques
- Preparing concise management reports and delivering persuasive recommendations



# Course content

## Course outline

### Day 5: Developing Long-Term Leadership Capability

- Reflecting on leadership performance and identifying development priorities
- Applying balanced leadership approaches that address tasks, teams, and individuals
- Building confidence in decision-making and leadership judgment
- Developing a structured personal leadership development plan
- Creating practical workplace action plans to strengthen leadership effectiveness
- Final leadership simulation, course review, lessons learned, and continuous development planning



# Seminar dates

## Available seminar dates

Live dates and pricing for New Leaders Development generated from the course details page.

| Date                   | Location                | Format    | Fee      |
|------------------------|-------------------------|-----------|----------|
| 14 - 18 September 2026 | Kuala lumpur - Malaysia | Classroom | €1,800.- |
| 12 - 16 October 2026   | Barcelona - Spain       | Classroom | €3,080.- |
| 16 - 20 November 2026  | London - U.K            | Classroom | €3,360.- |
| 14 - 18 December 2026  | Amsterdam - Netherlands | Classroom | €3,400.- |
| 4 - 8 January 2027     | Amsterdam - Netherlands | Classroom | €3,040.- |
| 1 - 5 February 2027    | London - U.K            | Classroom | €3,360.- |
| 1 - 5 March 2027       | Istanbul - Turkey       | Classroom | €2,240.- |
| 5 - 9 April 2027       | Vienna - Austria        | Classroom | €3,600.- |
| 3 - 7 May 2027         | Barcelona - Spain       | Classroom | €2,560.- |
| 7 - 11 June 2027       | Paris - France          | Classroom | €3,600.- |
| 5 - 9 July 2027        | Frankfurt - Germany     | Classroom | €2,720.- |
| 2 - 6 August 2027      | Barcelona - Spain       | Classroom | €2,560.- |
| 6 - 10 September 2027  | Amsterdam - Netherlands | Classroom | €3,360.- |
| 4 - 8 October 2027     | London - U.K            | Classroom | €3,360.- |
| 1 - 5 November 2027    | Istanbul - Turkey       | Classroom | €2,800.- |
| 6 - 10 December 2027   | Vienna - Austria        | Classroom | €3,920.- |