

# Adapting Your Leadership Style

## The Four Behavior Styles and How to Make Them Work For You

### Course Overview

#### How You Will Benefit

Strong leadership is the critical foundation for an organization. It ensures goals are achieved on time, empowers individual employees, motivates teams to work in solidarity, and generates visions for future growth. Yet, it can be difficult to establish yourself as an influential leader.

The Ketchum Leadership Communication Monitor polled 6,509 people in 13 countries worldwide on their perceptions of effective leadership and communication. Only 22 percent of respondents felt leaders demonstrate effective leadership. Communication was cited as a top value in leadership, but only 29% felt their leaders were effective communicators.

These statistics, indicate that ineffective leadership is attributed to not having a clear leadership style. This course will enable you to adopt the qualities of an effective leader and communicate more constructively with your team by adjusting your behavioral style to meet the needs of employees. As a result, you'll be better able to facilitate meetings smoothly, engage in constructive one-on-one conversations and ultimately, build rapport among colleagues.

#### Course Objectives

Successful completion of this course will increase your ability to:

- Identify the qualities of an effective leader.
- Make the mental shift from individual productivity to influencing others.
- Recognize style differences in others and cater to their preferences.
- Build rapport using verbal and nonverbal messages.
- Conduct constructive one-on-ones.
- Give positive and negative feedback to different styles.
- Develop individual motivation approaches for employees.
- Facilitate a meeting effectively.

#### Key Topics Covered

This course explores the following subjects in depth:

- Understanding what behavior constitutes an effective leader
- Learning the four behavior styles and uncovering why these styles of leadership matter
- Mapping the nonverbal ways humans communicate to makes leaders more aware of subtle messages
- Developing methods of becoming a more open, attentive listener
- Being more constructive while giving negative and positive feedback or conducting one-on-ones

#### What the Course Offers

- Interactive learning setting
- Opportunity to apply the concepts in a risk-free environment
- Thorough set of materials: Instructor Guide, Participant Guide, classroom PowerPoint presentation, and one-page Learning Summary

#### Registration Information

Participant name: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

**Please return this form to:**