

## Leadership Course for Staff Network Chairs

### Empowering Leadership: Navigating the Role of a Staff Network Chair

**Duration: 3 Hours**

#### Course Description:

This course is designed to equip Staff Network Chairs with the leadership skills necessary to effectively manage and grow their networks. It covers key aspects of leadership, strategic planning, communication, and stakeholder management, with an emphasis on practical application and self-assessment.

#### Course Outline

### **1. Introduction to Leadership (30 minutes)**

*Objective: Understand the fundamental concepts of leadership and how they apply to the role of a Staff Network Chair.*

#### **1.1 What is Leadership?**

- Definition and key characteristics of effective leadership.
- The difference between leadership and management.
- Leadership styles: Transformational, Transactional, Servant Leadership, etc.

#### **1.2 Leadership in the Context of Staff Networks**

- The unique challenges and opportunities of leading a staff network.
- Aligning network goals with organizational objectives.
- Case studies of successful staff networks.

#### **1.3 Self-Assessment Activity** – Pre course – share results

- A short questionnaire to identify personal leadership style and strengths.

#### **Quiz 1: Leadership Fundamentals (10 minutes)**

- Multiple-choice questions covering leadership definitions, styles, and application in staff networks.

## 2. Strategic Planning and Vision Setting (45 minutes)

*Objective: Develop a strategic vision for your staff network and learn how to implement it effectively.*

### 2.1 Setting a Vision

- Importance of a clear vision.
- Aligning the vision with both staff needs and organisational goals.
- Tools for vision setting (e.g., vision boards, SMART objectives).

### 2.2 Strategic Planning Process

- Steps to create a strategic plan.
- SWOT analysis: Identifying strengths, weaknesses, opportunities, and threats.
- Setting short-term and long-term goals.

### 2.3 Implementation and Monitoring

- Creating action plans.
- Monitoring progress and adapting strategies as needed.
- Involving network members in the strategic planning process.

### Activity: Strategic Planning Exercise (15 minutes)

- Participants work in small groups to draft a strategic plan for their network, focusing on one key objective.

### Quiz 2: Strategic Planning (10 minutes)

- Scenario-based questions on setting a vision, strategic planning, and implementation.

### **3. Effective Communication and Stakeholder Management (45 minutes)**

*Objective: Enhance communication skills and manage relationships with key stakeholders effectively.*

#### **3.1 Communication Skills for Leaders**

- Importance of clear, transparent, and inclusive communication.
- Techniques for effective verbal and non-verbal communication.
- Active listening and providing constructive feedback.

#### **3.2 Stakeholder Management**

- Identifying internal and external stakeholders.
- Building and maintaining relationships.
- Advocating for your network and influencing decision-making.

#### **3.3 Conflict Resolution**

- Common sources of conflict within networks.
- Strategies for managing and resolving conflicts.
- The role of a chair in facilitating healthy discussions.

#### **Activity: Role-Playing Exercise (15 minutes)**

- Participants role-play a stakeholder meeting, practicing communication and conflict resolution techniques.

#### **Quiz 3: Communication and Stakeholder Management (10 minutes)**

- Multiple-choice and true/false questions on communication techniques, stakeholder management, and conflict resolution.

## **4. Leading and Motivating Your Team (30 minutes)**

*Objective: Learn how to inspire and motivate network members to achieve collective goals.*

### **4.1 Building a Cohesive Team**

- Importance of team dynamics.
- Strategies for fostering collaboration and inclusivity.
- Delegation: Empowering others and distributing responsibilities effectively.

### **4.2 Motivation and Recognition**

- Understanding what motivates your members.
- Techniques for motivating volunteers and recognizing contributions.
- Creating a culture of appreciation within the network.

### **Activity: Team Building Brainstorm (10 minutes)**

- Participants brainstorm ideas for team-building activities and recognition programs tailored to their networks.

### **Quiz 4: Team Leadership and Motivation (10 minutes)**

- Questions on team dynamics, motivation strategies, and delegation.

## **5. Reflection and Action Planning (20 minutes)**

*Objective: Develop an action plan to apply the course learning in real-world settings.*

### **5.1 Reflecting on Leadership Journey**

- Participants reflect on their learning experiences and key takeaways from the course.
- Sharing insights and strategies with peers.

### **5.2 Creating an Action Plan**

- Setting personal leadership goals for the next six months.
- Identifying resources and support needed to achieve these goals.
- Committing to ongoing development and learning.

### **Final Quiz: Comprehensive Review (10 minutes)**

- A mix of multiple-choice, scenario-based, and reflective questions covering all course content.