



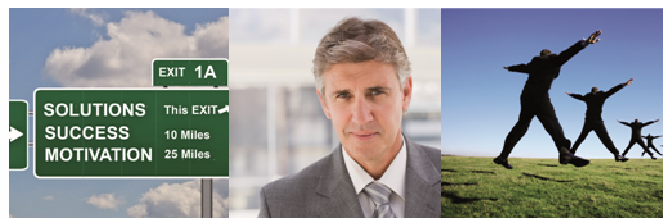
The Leadership Basic Series

Optimis Leadership Basic Learning Programme Portfolio

Optimis provides **experiential learning programmes** for organisations who want immediate and high impact. Our customised programmes are designed to ensure that your leaders and emerging talent immediately apply what they learn to increase their performance. Our programmes are **highly customisable in terms of length, focus, content and methods** in order to fit your organisational needs, context and culture. They are linked to your priorities and can include your processes and methods to address the needs of the participants.

Our programmes require an **intense involvement from the participants**, where behavioural change is expected and measured at each step of the process. Hence, pre-programme and post-programme learning elements are an integral part of our solution.

Our **Optimis master facilitators** ensure exceptional quality and results. In addition, we offer the option to train your internal facilitators and license the programme for unlimited use in your organisation. Our goal is to provide you with a customised programme and delivery options that best serve your interests!



There are **six core modules** of the **Leadership Basic Series** designed to address the capabilities required for effective leadership. Optimis can run each module as a standalone programme or as a part of a fully integrated set of modules that you choose, for instance to complement one of our Leadership Challenge Series programme. We can also develop additional modules on leadership topics specific to your organisational requirements. *We believe leadership is an active journey, not a destination, and we look forward to partnering with you to develop your custom leadership development programmes.*

Each of the modules can be run in 1 to 2 day formats, depending upon your requirements. In sum, our Leadership Basic modules are adapted to the capabilities that your organisation values and are designed to provide immediate and measurable results.

Brief descriptions of the six core modules of the **Leadership Basic Series**:



Mastering Facilitation

Master the facilitation of meetings, workshops and sessions. Practice how to organise, involve others and manage difficult situations.

A programme designed to understand and practice the key concepts of successful facilitation of meetings and workshops. Participants will develop their communication skills and habits to get organized for successful meetings, handling difficult situations and participants, using a set of tools to succeed and be credible in front of tough audiences as well as setting the stage for follow-up.



Excelling in Communication

As a requirement for any leadership successful behavior, understand and excel in oral communication, from self-control to applying techniques depending on audience and topics.

A programme designed for both new and experienced professionals. It includes exercises, video-tape examples, role plays and real case simulations. Communication techniques are covered to illustrate real work situations where miscommunication can lead to conflicts. All of these elements aim to give participants real-world practice through a full experiential learning journey. Participants will learn to apply research-proven techniques that will improve their competences in communicating across the full spectrum.



Applying Situational Leadership

A learning programme to learn how to adapt your leadership style depending on the situation and the people you are dealing with.

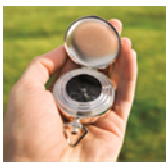
A programme designed for leaders to learn and practice real situations and how they can apply various styles to have the best impact on people and business. Participants will get feedback on their predominant style approach to situation and learn how applying other styles would be beneficial. This programme should be a base requirement for any modern or future leader.



Developing Emotional Intelligence

Understanding and applying Emotional Intelligence to business interactions for increased credibility and success.

A programme designed to help participants understand and apply emotional intelligence to better control emotions and to succeed in interacting with others. Using proven tools and techniques, participants will learn and practice self-esteem, self-control, empathy and communication techniques to succeed in dealing with others in situations where emotions can alter reality.



Handling Conflicts

Improve your managing conflict skill to succeed in handling difficult situations and to find win-win solutions.

A programme designed to practice various conflict real situations and master the conflict handling techniques to find win-win solutions. Other conflict solving methods such as compromise, head-to-head or avoidance are experienced to provide participants with the best techniques depending on the types of conflicts, the people involved and the desired outcome.



Giving motivating feedback

Improve your techniques to give positive and constructive feedback to motivate your team members with improvement objectives and positive thinking about the future.

A programme designed to provide leaders with practical techniques on how to give motivating feedback and on how to change habits to systematically provide positive and constructive feedback to their staff to mobilize them even during tough times. A high impact programme to increase leaders credibility!

*We invite you to learn more about how our **Leadership Basic Series programmes** can add value to the leadership development and strategy execution of your organisation. Please contact us for more information.*



✓ will you take it to the next level?



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