Communication, Coordination and Leadership Course

Venue Information

Venue: London UK

Place:

Start Date: 2026-11-17

End Date: 2026-11-21

Course Details

Net Fee: £4750.00

Duration: 1 Week

Category ID: MAL

Course Code: MAL-28

Syllabus

Course Syllabus

Introduction

This highly practical course will aim to equip Leaders of the needed first class communication skills in order to ensure that everyone completes tasks on time and within budget. Excellent communication and leadership skills have always been one of the essential tools in building a more effective workforce. Poor communication is responsible for repeated mis-messaging, lack of understanding, and an increase of stress in the workplace Charismatic leaders are skilled communicators, and coordinators who lead successful teams. Top Coordinators manage time, people and priorities, with the ability to influence and lead at all levels.

This course will feature:

- How to comprehensively enrich communication skills that can be used both personally and professionally
- The essential skills necessary to become an effective coordinator

objectives

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

- Increase self-awareness, enabling a greater understanding of strengths & skills gaps as leaders and coordinators
- Demonstrate advanced communication skills, both verbal and non-verbal
- Coordinate people, events and projects with confidence
- Identify motivational traits of people at work and methods of increasing their levels of motivation
- Understand the latest leadership, time and teamwork theories and the practical application in the workplace

Contents

Day One

Who do you think you are?

- Self-awareness: understanding your strengths and challenges
- Psychometrics: the art of personal profiling
- Leadership style: how do you work with your team?
- Assessing your abilities as a coordinator
- Discovering your preferred team role
- Your own communication style

Day Two

Enriching your Communication Skills

- Subjective vs. objective experience in communication
- Influence and the importance of advanced language patterns in communication
- Effective questioning and listening skills
- Motivation and behavioural drivers
- The emotional loop

Day Three

The Skills of the Coordinator

- Time bandits: understanding the value of your time
- Prioritisation or procrastination
- Working together to achieve your goals: the secrets of great team working
- Essentials of project management

The Modern Leader

- Exploring emotional intelligence: the 10 intelligences
- IQ versus EQ in staff recruitment and retention
- Emotional intelligence and leadership
- Theory X and Theory Y – push and pull leadership
- Leadership: The importance of personal and corporate values within the workplace
- Organisational culture and the impact in the workforce

Day Five

Communicating, Coordinating and Leading

- What do people say about your team - and what do you want them to say?
- Key challenges for your team and how to meet them
- Case study: communicating, coordinating and leading in practice
- Personal action planning