



**PRACTICAL EDUCATION FOR
EXECUTIVES S.C.**

INTELLIGENT LEADERSHIP



Using emotional intelligence to increase productivity

Intelligent Leadership

Due to the speed with which companies must respond to world situations in a global and competitive market, it is necessary for the executives to maximize their potential for managing rapidly and effectively.

A leader's qualities

- Inspiring leader
- Expert apprentice
- Team former
- Pursuer of excellence



Competences of the Emotional Intelligence

Personal Competence

Self-understanding

- ❖ Emotional self-understanding
- ❖ Proper self-evaluation
- ❖ Self-confidence

Self-administration

- ❖ Self-control
- ❖ Transparency
- ❖ Adaptability
- ❖ Achievement
- ❖ Optimism
- ❖ Initiative



Social Competence

Social Understanding

- ❖ Empathy
- ❖ Organizational Understanding
- ❖ Service

Personnel Administration

- ❖ Inspiration
- ❖ Influence
- ❖ Developing others
- ❖ Change catalyst
- ❖ Conflict solution
- ❖ Team work and collaboration

Program agenda

DAY 1

I. New Leadership, reinventing the leader.

- a) What is wrong with the old leadership type?
- b) What is the difference between to administer/supervise and to lead?
- c) How does a person become a leader?

II Developing the leader's abilities – Leader's Self-Administration

- Self-control
- Transparency
- Adaptability

- Achievement
- Initiative
- Optimism

- What is needed to be a leader?
- Where leaders might be mistaken?
- What is the definition of an executive character? – “Woman’s perfume”
- Which are some of the paradoxical abilities a leader must have?

III. The personal side to leadership

- a) Emotional self-understanding
- b) Proper self-evaluation
- c) Self-confidence

- What do we mean by the personal side to leadership?
- How do you turn into the best possible “you” to be an effective leader?

❖ *A Leader, the Expert Apprentice*

IV. Focusing, where is the secret? LEARNING

- a) To what extent does a leader really learn from his mistakes?
- b) Which is the most important quality a leader needs to avoid mistakes in a company?

V. Leadership and Learning

- a) Continuous learning

❖ *An Inspiring Leader*

VI. A Leaders’ Vision

- a) Inspiration
- b) Influence

- What does having a vision mean?
- How can a leader communicate his vision?
- What impact does a leader have in the company's performance?

VII. Strategies for the new paradigm

ANTICIPATING THE FUTURE

- What effects does a changing environment have to provide a good leadership?
- How to choose the correct leader for the correct situation in the organization?

VIII. Leading Transformation

a) Change catalyst

- Which are the characteristics of excellence organizations?
- Under what new paradigms do the successful organizations operate?

IX. Overcoming Crisis

- Which are the characteristics of excellence organizations?
- Under what new paradigms do successful organizations operate?
- How do companies successfully handle a crisis and use it to achieve changes?
- How can someone be successful when a crisis is handled?

DAY 2

Team Former

X. Creating a confident organization

- a) Empathy
- b) Organizational understanding
- c) Service

- How does a leader win his personnel's confidence?
- Which are the most important aspects of knowing how to listen?

XI. Empowerment

- How can a leader empower his personnel?
- How to delegate responsibilities to his employees?
- Can you give an example of a company who works effectively by using only team work?
- How to empower the employees for long term actions? (Kotter)
- Removing organizational barriers
- Granting the needed training
- Aligning the systems with the Vision
- Solving problems with supervisors/subordinates
- Use of an inexhaustible power supply.

XII. Creating a winning coalition (Kotter)

TEAMS IN THE SUMMIT

- a) Teamwork and collaboration
- b) Conflict solution

- Doing it on his own: the lone leader
- Losing one's resources: committees with little credibility
- Setting the pace for change: the team
- Gathering the effective coalition
- Creating effective teams based on confidence and a common goal.

❖ *Pursuer of Excellence*

XIII. Choosing a Leader

- How is a leader chosen?
- If there were one or two basic points for leadership, which would they be?

IX. Forming leaders (Coaching)

a) Developing others

- How can a leader form other leaders?
- How to encourage people to form leaders?

Organizational Transition

ACHIEVING THE EFFECTIVENESS OF A NEW LEADER

THE ART OF NEGOTIATING

- ❖ Diplomacy
- ❖ Sensibility
- ❖ Cooperation
- ❖ Preparation
- ❖ Emotions and Logic
- ❖ Timing
- ❖ Negotiating Techniques

Who is it directed to?

- ◆ Businessmen
- ◆ Boards of Directors
- ◆ Managers
- ◆ Employees

Duration

- ◆ 16 hours

Sincerely,

Lic. María Teresa Zavala Alarcón
General Director

Practical Education for Executives, S.C.	
Address in Metepec Av. Tecnológico 110 plaza Santa Teresa, C.P. 52140 Metepec, Mex. Tel 52 (722) 271 13 27 Fax 52 (722) 271 14 90	Address in Mexico City Corporativo Diamante Santa Fé Av. Vasco de Quiroga No. 3900 Piso 10 Col. Lomas de Santa Fé. C.P. 05300 Tel: 52 (55) 10 85 72 11 Fax: 52(55) 10 85 72 01
For more information please write to us at: info@languagefirst.com.mx	