Developing Leadership Skills for Team Leaders

About This Course

Course Description
There are essential skills that every leader needs to effectively manage people and projects. However, an internal audit leader’s day-to-day encounters are quite different from the encounters of leaders in other professions. The leadership role of an internal auditor requires the ability to identify and navigate the nuances of professional relationships; recognize the strengths and weaknesses within an organization's systems and culture, as well as within the internal audit staff; and position the internal audit staff as highly operative trusted advisors.

The Developing Leadership Skills for Team Leaders course provides an increased awareness of the overall effectiveness of internal audit leaders, and will provide a framework and a series of methods to assist participants in developing skills to create and maintain winning internal audit teams that are efficient, effective, and motivated.

Who will benefit from this course?
This two-day course will benefit internal audit practitioners who want to develop into well-rounded leaders. The key topics cater to the growing needs that are a result of increased auditor involvement in organizations worldwide and industrywide, and identify the dynamics of leadership, including effective communication, productive relationship management, quality decision-making, and more.

Course Objectives

- Identify the leadership skills of an effective internal audit leader.
- Discuss the factors that affect motivation.
- Discuss the components and the prioritization of the decision-making process.
- Define the criteria of increased productivity and performance.
- Use performance management systems to manage employee performance.
Course Topics

Leadership

- Definition of leadership.
- Types of power.
- Types of leaders.
- Attributes of effective leaders.

Motivation

- Motivation versus Leadership.
- Motivation principles.
- Factors affecting motivation.
- Motivational theories.
  - Maslow’s Hierarchy of Needs.
  - Herzberg’s Two-Factor Theory.
  - Expectancy Theory.
- Motivation techniques.

Decision-Making

- Components of decision-making.
- Delegation principles.
- Components of effective delegation.
- Decision-making steps.
- Decision-making risks.
- Problem-solving steps.

Performance Evaluations

- Performance management overview.
- Benefits of performance evaluations.
- Empowerment.
- Performance evaluation process.
- Defining performance expectations.
- Four criteria of standards.
- Observing and evaluating performance.
Course Information

Course Duration: 2 days

CPE Hours Available: 16

Knowledge Level: Intermediate

Field(s) of Study: Personal Development

Prerequisite(s): One year of internal audit experience.

Advance Preparation: None

Delivery Format: eLearning (Group-Internet-Based); Seminar (Group-Live); Group Training (Group-Live or Group-Internet-Based)