

Leadership Essentials

Foundation Leadership Programme

Course Strapline

Build a practical foundation in leadership purpose, self-awareness, trust, accountability, communication, delegation and everyday judgement.

Course at a Glance

Course Duration	Three days / 15 instructional hours On-demand equivalent	Delivery Modes	Classroom Live Virtual On-Demand Blended In-company
Level	Foundation	Digital Materials	Leadership case, reflection, simulations and practical conversations
Certificate	INDENTRA course-completion record, where applicable	Professional Recognition	PMI Talent Triangle® - 15 PDUs

PMI Talent Triangle® and Professional Development Units (PDUs)

Total PDUs: 15	Ways of Working: 3	Power Skills: 9	Business Acumen: 3
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Course Overview

Leadership Essentials provides a practical foundation for the transition from individual contribution to responsible leadership. Participants examine leadership purpose, role boundaries, self-awareness, credibility, communication, delegation, accountability and everyday judgement. The programme treats leadership as a disciplined practice rather than a collection of personality traits, with emphasis on creating clarity, trust, ownership and performance through others. An evolving workplace case, reflection, simulations and practical conversations allow participants to practise expectations, feedback, difficult conversations and decisions while developing a focused 90-day leadership application plan.

Learning Outcomes

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

- Explain the purpose, responsibilities and boundaries of a leadership role and define a clear personal leadership intent.
- Assess personal strengths, behavioural patterns and development priorities and build credibility through consistency, fairness and follow-through.
- Communicate expectations and decisions clearly, listen actively, ask useful questions and adapt communication to people and context.
- Delegate with clear outcomes, authority, support and review points and create accountability without excessive control or escalation.
- Handle feedback, performance concerns and everyday leadership trade-offs with structured judgement and prepare a focused 90-day application plan.

Benefits

Benefits to the Individual • Build confidence making the transition from individual contribution to responsible leadership. • Strengthen self-awareness, communication, trust, delegation, feedback and everyday judgement. • Create accountability without relying on excessive control, escalation or positional authority. • Take away practical leadership outputs and a focused 90-day development plan.	Benefits to the Organisation • Create a consistent foundation for new and emerging leaders across teams and functions. • Improve clarity, trust, delegation, accountability and the quality of everyday leadership conversations. • Strengthen decision ownership, feedback and performance expectations at first-line leadership level. • Support faster workplace application through practical routines, tools and action planning.
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Who Should Attend?

Designed for newly appointed team leaders and supervisors; emerging leaders preparing for their first management role; technical specialists and professionals moving into people leadership; project and workstream leaders who influence without full authority; and managers seeking to refresh and standardise their leadership fundamentals.

Prerequisites and Equipment

No prior leadership qualification is required. Participants should bring examples of real leadership situations, team challenges or difficult decisions. Experience of working in a team is helpful but not essential. A laptop or tablet may support digital materials. Corporate cohorts may use their organisation's leadership expectations, competencies and live cases.

Learning Approach

The programme combines concise leadership input with reflection, an evolving workplace case, realistic conversations, peer feedback and practical application. Participants diagnose their leadership transition, examine behavioural impact and credibility, practise communication and delegation, work through difficult decisions and prepare a 90-day action plan. On-demand learning follows the same core outcomes through structured digital content, guided reflection, scenario practice, knowledge checks and applied planning activities.

Digital Learning Materials

Digital participant resources support classroom, virtual, blended and on-demand learning and may include:

- Digital participant workbook and structured reference material covering leadership purpose, behaviour, trust, communication, delegation and judgement.
- Templates for leadership intent, strengths and development priorities, delegation, difficult conversations, decision-making and action planning.
- Leadership cases, conversation scenarios, reflection exercises and worked examples used during facilitated or guided practice.
- Knowledge checks and concise job aids reinforcing communication, accountability, feedback, ethical boundaries and everyday leadership decisions.
- Reusable leadership outputs and a focused 90-day workplace application plan.

Assessment, Certification and Professional Recognition

Course completion is demonstrated through active participation in case work, reflection and leadership simulations, or equivalent on-demand activities; completion of the communication, delegation and judgement exercises; contribution to peer or guided review; and preparation of a practical 90-day leadership application plan. An INDENTRA course-completion record may be provided where applicable. The course is not presented as a third-party professional certification unless separately stated. For eligible PMI credential holders, the 15 Education PDUs are classified as 3 Ways of Working, 9 Power Skills and 3 Business Acumen.

Course Outline

The course comprises five integrated modules and 15 instructional hours, typically delivered over three days. The on-demand equivalent preserves the same learning outcomes, core digital resources, guided reflection, knowledge checks and applied activities in a structured self-paced format.

Module 1 - The Leadership Role and Transition

Clarify leadership purpose, responsibility, authority, influence and the shift from expert contribution to enabling others.

- Leadership purpose, responsibility and value.
- Moving from expert contribution to enabling others.
- Authority, influence, accountability and ethical boundaries.
- Common transition risks and defining personal leadership intent.

Applied Activity - Leadership Transition Diagnostic

Participants assess the identity, behaviour and responsibility shifts required in their current or future leadership role and define an initial leadership intent.

Module 2 - Self-Awareness and Personal Credibility

Understand behavioural impact and strengthen the consistency, fairness and reliability that underpin leadership credibility.

- Values, strengths, triggers and behavioural patterns.
- Emotional self-management and leadership presence.
- Trust, consistency, fairness and reliability.
- Receiving feedback, learning from impact and maintaining credibility under pressure.

Applied Activity - Credibility and Trust Reflection

Participants examine behaviours that strengthen or weaken confidence in leadership and identify practical changes to improve credibility and trust.

Module 3 - Communication, Relationships and Influence

Communicate with clarity, listen actively and influence constructively across different people, situations and levels of authority.

- Listening, questioning and clear messages.
- Adapting communication to people and context.
- Building productive working relationships.
- Managing misunderstandings, difficult conversations and influence without overusing authority.

Applied Activity - Communication Simulation

Participants deliver expectations, decisions and feedback in realistic leadership conversations and receive structured feedback on clarity and impact.

Module 4 - Delegation, Accountability and Performance

Delegate responsibly and create accountable performance while balancing support, autonomy, capability and risk.

- Defining outcomes, boundaries and decision rights.
- Matching delegation to capability and risk.
- Setting expectations and review points.
- Feedback, recognition, corrective conversations and balancing support with accountability.

Applied Activity - Delegation Design Workshop

Participants clarify outcomes, authority, support, review points and accountability for a real or simulated assignment and test the delegation approach against capability and risk.

Module 5 - Everyday Judgement and Workplace Application

Use a structured approach to priorities, risks, stakeholders and consequences and convert learning into disciplined leadership routines.

- Structured decisions and practical trade-offs.
- Priorities, risks, stakeholders and consequences.
- Escalation and responsible decision ownership.
- Leadership routines, personal discipline and the 90-day leadership application plan.

Applied Activity - Everyday Judgement Case and Ninety-Day Plan

Participants work through competing priorities and incomplete information, choose and justify a leadership response, and define practical routines and actions for the next 90 days.

Tools, Frameworks and Practical Outputs

Participants progressively build and use a practical set of leadership outputs through the integrated case and reflection activities:

- Personal leadership intent statement and leadership strengths / development profile.
- Delegation and accountability plan and difficult-conversation preparation sheet.
- Everyday decision framework and credibility / trust reflection.
- Focused 90-day leadership action plan for workplace application.

Delivery Modes Available

Live Classroom | Live Virtual Classroom | On-Demand Learning | Blended Learning | Corporate / In-company. Classroom and virtual delivery use facilitated discussion, leadership cases, simulations, reflection and immediate feedback. On-demand learning provides a structured self-paced route using the same core outcomes, digital resources, guided scenarios, knowledge checks and application activities. Blended learning combines preparation, live sessions, workplace application, reflection, coaching and follow-up. Corporate delivery may incorporate organisational values, competencies, terminology, cases and leadership expectations.

Course Enquiries

Visit www.indentra.co.uk/leadership-essentials for the latest course information, delivery availability and enquiry options.