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COURSE BROCHURE

# Advanced Leadership in a Digital Age Training Course

15 – 26 August 2027
Sharm El-Sheikh

**jupiterprime.uk**
info@jupiterprime.uk
Registered in the United Kingdom and Saudi Arabia

# Advanced Leadership in a Digital Age Training Course

**Ref:** 943_35665 **Date:** 15 – 26 August 2027 **Location:** Sharm El-Sheikh **Fees:** 8000 GBP

Leadership in a Digital Age is a 2-week advanced training course for managers who run teams whose daily work flows through collaboration platforms, dashboards and automated workflows, and who leave with a digital leadership agenda for their own unit. As routine tasks move to software and teams spread across locations and time zones, the way a manager sets rhythm, trust and judgement decides whether technology lifts a team or fragments it. The course is delivered by Jupiter Prime Training.

## Why Leadership in a Digital Age Matters Now

Three forces reshape the manager's role. Automation and AI assistants absorb routine tasks, so the work left to people is judgement, relationships and exceptions. Distributed and hybrid teams replace the shared office, so presence and recognition must be designed rather than assumed. Telemetry from every tool turns intuition into evidence, and also into a temptation to over-monitor. Units whose leaders handle these well gain speed, retention and better choices; those that do not see burnout, silent disengagement and dashboards nobody trusts. The course draws on situational leadership, coaching and feedback models, 360-degree feedback and emotional intelligence, applied to screens rather than meeting rooms.

## Who Gains Most from Leadership in a Digital Age

- Managers accountable for distributed or hybrid teams spread across sites and schedules
- Function heads whose units now rely on workflow automation and AI assistants
- Operations leaders who steer daily performance through live dashboards and service metrics
- Product and service owners who run experiments with customers and colleagues
- Senior specialists stepping into leading people who work largely online

The strongest results come when a leadership group from one division attends together and leaves sharing one vocabulary for team rhythms, evidence and automation choices.

## Leadership in a Digital Age Capabilities

Participants practise leading people through screens, signals and software, turning digital fluency into everyday management habits.

- Assess the digital fluency of a unit and of its leader — development priorities for the coming quarter
- Design a communication cadence mixing synchronous and asynchronous channels — distributed team members and their availability
- Weigh dashboard evidence against frontline judgement — operational decisions and escalation choices
- Build a test-and-learn routine with clear stop rules — sponsors who fund new ideas
- Specify which tasks to automate and how roles change — staff affected and their line managers
- Communicate a digital leadership direction with credibility — senior sponsors and peer managers

## Key Leadership in a Digital Age Terms

- Digital fluency — the ability to choose, combine and question digital tools confidently to reach a goal, beyond merely operating them.
- Asynchronous collaboration — work that progresses through shared documents, threads and recorded updates without everyone being online at the same moment.
- Psychological safety — a shared belief that colleagues can raise ideas, questions or mistakes without fear of embarrassment or punishment.
- Leading indicator — a measure that signals future performance early enough for a manager to act, unlike lagging results.
- Human-in-the-loop — a design where people review, approve or override automated outputs at defined points in a workflow.
- Minimum viable test — the smallest experiment that produces enough evidence to decide whether an idea deserves further investment.

## Leadership in a Digital Age Day by Day

## Day 1: The Manager's Role Rewired by Software

- Shifts In Managerial Work — Which Tasks Stay Human And Why
- Digital Fluency Self-Assessment — Personal Development Priorities For The Leader
- Situational Leadership Revisited Online — Matching Style To Remote Readiness
- Technology Stack Mapping — Where The Team's Work Actually Happens
- Leadership Signals In Digital Channels — How Tone And Response Shape Trust

## Day 2: Forces Acting on Digitally Enabled Teams

- Automation And AI Assistant Trends — Implications For Team Composition
- Workforce Expectations Analysis — Flexibility, Autonomy And Retention Choices
- Stakeholder Mapping For Digital Change — Allies, Sceptics And Sponsors
- Digital Fluency Survey Of The Unit — Capability Gaps Worth Closing First
- Scenario Sketching — Preparing The Unit For Several Possible Futures

## Day 3: Leading People You Rarely See

- Team Charter For Distributed Work — Norms On Availability And Response
- Synchronous And Asynchronous Cadence Design — Which Meetings To Keep Or Drop
- Virtual Onboarding Journeys — How New Joiners Build Early Belonging
- Recognition In Remote Settings — Making Contribution Visible Fairly
- Proximity Bias Checks — Equal Opportunity For Office And Remote Staff

## Day 4: Trust, Wellbeing and Psychological Safety Online

- Psychological Safety Diagnostics — Where Silence Hides Risk In The Team
- Emotional Intelligence In Text-Based Exchanges — Reading And Repairing Tone
- Digital Overload And Right To Disconnect Norms — Protecting Energy And Focus
- Monitoring Versus Trust Debate — Ethical Limits On Activity Tracking
- Conflict Resolution Over Video — When To Switch Channel Or Meet

## Day 5: Coaching and Feedback Through Screens

- GROW Coaching Conversations Online — Structuring Development In Short Calls
- 360-Degree Feedback Using Digital Tools — Selecting Raters And Reading Patterns
- Continuous Check-Ins Replacing Annual Appraisal — Frequency And Format Choices
- Goal Setting With Objectives And Key Results — Aligning Distributed Effort
- Delegation To Self-Managing Squads — Defining Decision Rights Clearly

## Day 6: Evidence-Informed Decision Making

- Leading And Lagging Indicators — Choosing Signals A Manager Can Act On
- Dashboard Literacy For Leaders — Spotting Misleading Charts And Averages
- Decision Logs — Recording Assumptions Behind Judgement Calls
- Combining Metrics With Frontline Insight — When Numbers Need Context
- Cognitive Bias In Data Interpretation — Confirmation, Anchoring And Survivorship

## Day 7: Building an Experimentation Culture

- Hypothesis Statements — Turning Hunches Into Testable Propositions
- Minimum Viable Tests — Sizing Experiments To The Evidence Needed
- Stop Rules And Kill Criteria — Ending Weak Ideas Without Blame
- Blameless Retrospectives — Learning From Failed Tests Openly
- Idea Pipelines And Portfolio Boards — Balancing Exploration And Routine Work

## Day 8: Leading Alongside Automation and AI Assistants

- Task Decomposition For Automation — Which Activities Suit Software
- Human-In-The-Loop Design — Approval Points And Override Authority
- Role Redesign Conversations — Explaining Changing Jobs Honestly To Staff
- Responsible Use Guidelines For AI Assistants — Accuracy, Privacy And Attribution
- Capability Building Paths — Pairing, Peer Teaching And Micro-Learning Choices

## Day 9: Influence and Communication Across the Organisation

- Digital Leadership Narrative — Framing Direction For Sponsors And Peers
- Influence Without Authority Across Functions — Negotiating Shared Tool Choices
- Internal Platform Communities — Spreading Practice Beyond The Unit
- Change Resistance Patterns In Digital Settings — Responding To Quiet Opt-Outs
- Executive Briefing Design — Concise Updates Senior Leaders Read

## Day 10: Practising the Digital Leadership Agenda

- Applying The Team Charter And Cadence Design — Peer Critique Of Choices
- Applying Indicator Selection To A Unit Dashboard — Refining The Signal Set
- Applying Experiment Design To A Live Unit Problem — Agreeing First Test
- Automation Priorities And Role Changes — Sequencing The Coming Year
- Completing The Digital Leadership Agenda — Commitments, Measures And Review Points

## Applying Leadership in a Digital Age After the Course

- Run a cadence review with the team, agreeing which meetings move to asynchronous updates and recording the new norms in the team charter.
- Launch one minimum viable test on a recurring unit problem, with a hypothesis, a leading indicator and a stop rule agreed in advance.

## Leadership in a Digital Age Questions FAQ

### What is leadership in a digital age and why does it matter now?

Leadership in a digital age is the practice of guiding people whose work runs through platforms, data and automation. It matters now because hybrid teams, AI assistants and live metrics have changed how trust, performance and judgement are built, and older habits of managing by presence no longer work.

### Which roles gain most from leadership in a digital age training?

Managers of distributed or hybrid teams gain most. Function heads adopting automation, operations leaders steering through dashboards, product owners running experiments and senior specialists newly leading people also benefit, especially when several colleagues from one division attend together.

### How does a leadership in a digital age course differ from a digital transformation course?

It focuses on leading people day to day, not on enterprise technology strategy. A transformation course looks at architecture, investment and organisation-wide change; this one covers team rhythms, coaching through screens, evidence-based judgement, experiments and the human side of automation within one unit.

## What do you bring back from leadership in a digital age training?

You bring back a written plan for your own unit. It sets communication norms, the indicators you will watch, a first experiment, automation priorities with role changes and the coaching habits you will adopt, ready to share with your team and sponsor.

## Leadership in a Digital Age: The Way Forward

The digital leadership agenda gives each participant a working document for the unit. Its first use is deciding which team rituals stay live and which move to asynchronous channels, shared with direct reports and the sponsoring executive. After the first quarter, the indicator set and the automation priorities deserve a fresh look, because both shift as tools mature and the team's habits settle.