

### Training Plan - Two Day Program on Leadership Skills

Topic	Time	Training Methodology	Focus Areas	Activity
Introduction & Expectation Setting	9:30 am - 10:15am	Interaction	<ul style="list-style-type: none"> <li>o Introduction</li> <li>o Expectation Setting</li> </ul>	Activity: Ice Breaker
Networking and Influential skills	10:15 am - 11: 30 am	ILT and Role Play	<ul style="list-style-type: none"> <li>o Networking and Stakeholder analysis</li> <li>o Source of Power</li> <li>o Influencing Tactics</li> </ul>	Activity: Role Play
Tea Break: 11.30am - 11.45 am				
Rapport Building	11:45 am - 12:45 pm	ILT and Role Play	<ul style="list-style-type: none"> <li>o Greetings and Introductions in Business</li> <li>o To enable participants create a lasting positive impression when they meet people for the first time in business situations.</li> <li>Shaking hands/smile/eyes</li> <li>o Self-introductions</li> <li>o Handling introductions</li> <li>o Exchanging business cards</li> </ul>	Activity: Role Play
Gravity	12:45 pm - 1:15 pm	ILT and Video	<ul style="list-style-type: none"> <li>o Command Respect</li> <li>o Dynamism</li> </ul>	Video: Great Personality
Lunch: 1:15 pm - 2:00 pm				
Empowerment	2:00 pm- 3:15pm	ILT and Activity	Leadership style, Situational Leadership	Activity: Focus Group
Tea Break 3:15 pm to 3:30 pm				
Lateral Thinking	3:30 pm- 5:00 pm	ILT and Activity	<ul style="list-style-type: none"> <li>o Edward deBono's Lateral thinking</li> <li>o Use of Lateral Thinking</li> </ul>	Activity: Focus Group Discussion and Role Play
Negotiation Skills	5:00 pm to 5:30 pm	ILT	<ul style="list-style-type: none"> <li>o Assertiveness</li> <li>o Persuasiveness / Influencing Skills</li> <li>o Conflict Resolution</li> </ul>	Video: On Negotiation

### Day 2- Training Plan - Two Day Program on Leadership Skills

Topic	Time	Training Methodology	Focus Areas	Activity
Recap Day-1	9.30 am - 10:00am	Interaction	o Recap	Activity: Focus Group and Presentation
Negotiation Skills	10:00am to 11: 00am	ILT and Activity	o Assertiveness o Persuasiveness / Influencing Skills o Conflict Resolution	Activity: Role Play
Tea Break: 11.00 am - 11.15 am				
Listening skills	11:15 am to 12:15 pm	ILT and Activity	Types of Listening Listening style that needs to be followed	Activity: Role Play
Resource planning & utilization	12:15 pm - 1:15 pm	ILT and Activity	What is planning? Why plan? Who does what? When do you plan? Different kinds of planning?	Activity: Focus Group
Lunch: 1:15 pm - 2:00 pm				
Utilization	2:00 pm- 3:00pm	ILT and Activity	Utilization of resources Effectively utilization of resources	Activity: Focus Group
Tea Break 3:00 pm to 3:15 pm				
Decentralization of Work	3:15 pm to 3:30 pm	ILT	o How to decentralize work o Benefits of decentralizing	
Paper Cup Activity	3:30 pm to 5: 15 pm	ILT	o The activity covers all the topics covered	Activity: Paper Cup
Wrap Up	5.15 pm - 5.30 pm	Interaction	Summary and Wrap up	