



Overview:

Being an effective leader requires not only excellent technical skills, but also interpersonal and management skills. This Leadership Training Program is aimed at providing essential knowledge required to handle various communication and leadership challenges faced by a manager.

Benefits for the Participants:

- By attending this training seminar you'll learn how to:
 - Identify and utilize your unique leadership style
 - Be a good mentor and coach
 - Build and maintain an effective team
 - Avoid micro-managing - the number one mistake of managers
 - Gain an understanding of the communication loop and how to avoid obstacles to effective communication
 - Conduct performance reviews and provide effective feedback
 - Manage and adapt to change

Training Topics:

- Situational Leadership
- Motivating Employees
- Coaching for Better Performance
- Providing Effective feedback
- Conducting Appraisals
- Effective delegation
- Managing low performers
- Handling attrition
- Appreciating personality differences
- Managing Change
- Situational Leadership Skills
 - Effective vs. ineffective leadership – A study
 - Types and styles of leadership



- Principles of leadership
- Basic personality traits required for leadership
- Developing leadership skills
- Skills required for managing people
- Basic skills for different levels of management
- Critical skill analysis:
 - Personal skills
 - Interpersonal skills
 - Group skills

Who Should Attend:

- Supervisors, Managers and Team Leaders

Training Hours:

- The duration of the training program will be 16 hours

Training Methodology:

- PowerPoint Presentation
- Role Plays
- Games and Group Activities
- Case Studies

Resources Required:

- MMM Training Solutions will conduct the training.
- Maximum number of participants to a class will be 12.
- The training will be conducted at a venue organized by your organization.
- The following will be provided by your organization:
 - Handouts will be printed/photocopied
 - The LCD projector
 - Audio speakers