

Leadership Primer – Training Plan

Session	Training Objective	Focus Areas	Methods of Instruction	Time
Introductions and Welcome PPT	To give participants an overview of the Training Program and communicate behavioral parameters while in training. Allow participants to set ground rules.		PPT	30 min.
Leadership – A primer (BE)	To enable participants understand the concept of Leadership and develop a strong desire to be a great leader.	<ul style="list-style-type: none"> ▪ Why are you here... ▪ Why Leadership? ▪ The Be-Know-Do Model of Leadership ▪ BE – Character ▪ BE – Ethics ▪ BE – Values (Corporate and Personal) 	Instructor-led training (ILT) with discussion; PPT; learning-buddy exercises and self-exercises	90 min.
KNOW – Personality Styles	<p>To enable participants understand that the people they lead are <i>made</i> different.</p> <p>To enable participants understand their own personality styles and how these affect / effect the way they lead their teams.</p>	<ul style="list-style-type: none"> ▪ Initiation to MBTI ▪ Data-gathering: Sensing to Intuitive ▪ Decision-making: Thinking to Feeling ▪ Orientation: Perceiving to Judging ▪ Energy Source: Introvert to Extravert 	ILT with discussion on personality styles; PPT; role-plays and exercises	120 min.
KNOW – Emotional Intelligence	To enable participants be more 'emotionally intelligent' and also understand how this influences their leadership skills.	<ul style="list-style-type: none"> ▪ Self-awareness ▪ Self-management ▪ Social-awareness ▪ Social-management 	ILT with discussion; PPT; and exercises	120 min.
DO – Communication	To enable participants develop the communication skills that are imperative for anybody in a leadership position.	<ul style="list-style-type: none"> ▪ Articulation ▪ Listening ▪ Empathy 	ILT with discussion; role plays; and group exercises	120 min.

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DO – Relationship-management Skills	To equip participants with the relationship-management skills they require to be effective leaders.	<ul style="list-style-type: none"> ▪ Assertiveness ▪ Coaching ▪ Delegation ▪ How to appreciate team members? ▪ How to reprimand team members? 	ILT with discussion and exercises	120 min.
DO – Performance-management Skills	To equip participants with the tools needed to effectively set goals and manage expectations.	<ul style="list-style-type: none"> ▪ Goal-setting ▪ Performance discussions – Do’s and Don’ts 	ILT with discussion and exercises	120 min.
DO – Effective Collaboration	To enable participants conduct meetings that <i>work</i> .	<ul style="list-style-type: none"> ▪ Discussion difficulties during meetings and how to overcome them ▪ Best practices – meetings 	ILT with discussion; PPT	60 min.
Team-management	To enable participants understand how teams function and some of the factors that lead to effective team performance.	<ul style="list-style-type: none"> ▪ Great Team Traits ▪ Tuckman’s Team-evolution Model ▪ Principles of trust, communication, and teamwork 	ILT with discussion on communication; role-plays; games; group exercises; and exercises	120 min.
Do – Leadership Styles	To enable participants adopt various leadership styles based on the various needs of their team members.	<ul style="list-style-type: none"> ▪ Leadership Styles – An Introduction ▪ Directing / Telling ▪ Coaching / Selling ▪ Participating ▪ Delegating ▪ Parameters: Competence and Commitment 	Discussions, dialogues, role plays, and self-assessments	90 min.
Learning Check and Implementation Plan	To enable trainees consolidate what they have learnt and come up with a plan for implementing the same in their job roles.	<ul style="list-style-type: none"> ▪ Consolidation exercise ▪ Roadmap and action steps for implementing learning 	ILT with discussion and exercises	30 min.