

Course Name: Leadership Book Reading

Duration: 2 days

1. 1. Introduction to "Multipliers" Concepts

- Welcome and Overview of the Training
- Importance of Leadership in Maximizing Team Potential
- Objectives for the Day

2. 2. Video Discussion: The Genius of Multipliers

- Screening of a Video by Greg McKeown or Liz Wiseman
 - Facilitated Discussion:
 - Key Takeaways from the Video
 - Relating Video Concepts to Leadership

3. The Multiplier vs. Diminisher Framework

- Exploring Leadership Styles:
 - Characteristics of Multipliers
 - Characteristics of Diminishers
- Identifying Multipliers and Diminishers in Real-Life Scenarios

4. 4. Introduction to Leadership Styles:

- Servant Leadership
- Transformational Leadership
- Situational Leadership
- Discussion on How Multipliers Align with Different Styles

5. Discussion: How to Become a Multiplier

- Group Discussion:
 - Practical Steps to Become a Multiplier Leader
 - Personal Insights and Commitments
- Sharing Personal Anecdotes and Examples

6. 5. Wrap-Up and Day 1 Reflection

- Summarizing Key Concepts from Day 1
- Encouraging Participants to Reflect on What They've Learned
- Preview of Day 2 Agenda

Activities for Day 1

3. 1. Leadership Principles Quiz

- Create a quiz or questionnaire based on the key principles from "Multipliers."
- Participants answer questions individually or in teams.
- Review and discuss the correct answers and the reasoning behind them.

4. 2. Leadership Action Plans

- Ask participants to develop personalized leadership action plans.
- They should identify specific actions they will take to become multipliers in their organizations.

Additional Resources:

- **Videos:**
 - TED Talk by Liz Wiseman on "The Multiplier Effect."
 - Greg McKeown's presentations on leadership and "Essentialism."
- **Theories:**
 - Transformational Leadership Theory.
 - Servant Leadership Theory.
 - Situational Leadership Model.

Day -2 Leadership Insights

Here is the list of games and activities

1. Leadership Ethical Dilemmas:

5. Present ethical dilemmas and ask participants to discuss how they would navigate these situations while upholding their values and principles.

Example:-

The Confidentiality Conundrum:

- You are a team leader, and a team member confides in you about a serious issue affecting their work. They ask you to keep it confidential. However, the issue could potentially harm the team and the organization if not addressed. How do you balance your duty to protect

your team member's trust with your responsibility to the team and the organization?

2.

3. The Budgetary Decision:

- You are a department head, and your team needs additional resources to complete a critical project. You discover a budgetary error that would allow you to allocate funds to your project without anyone noticing. What do you do when faced with the temptation to use these funds for your team's benefit?

Activity -2

Leadership Development Plan:

- Guide participants in creating personalized leadership development plans.
- They should set specific goals, identify actions, and establish timelines for achieving their leadership aspirations.

Sample Plan

Leadership Development Plan

Participant's Name: [Participant's Name]

Date: [Date]

1. Leadership Vision:

- Describe your long-term vision for your leadership. What kind of leader do you aspire to be? What impact do you want to make as a leader?

2. Current Leadership Assessment:

- Reflect on your current leadership skills, strengths, and weaknesses. What leadership experiences have you had so far? What feedback have you received?

3. Leadership Goals:

- Short-term Goals (6 months - 1 year):

- [Specific Goal 1]: Describe the first leadership goal you want to achieve in the short term.
 - Actions: List the specific actions you will take to achieve this goal.
 - Timeline: Set a realistic timeline for completing these actions.
- [Specific Goal 2]: Describe another short-term leadership goal.
 - Actions:
 - Timeline:
- Medium-term Goals (1-3 years):
 - [Specific Goal 3]: Describe a medium-term leadership goal.
 - Actions:
 - Timeline:
 - [Specific Goal 4]: Describe another medium-term leadership goal.
 - Actions:
 - Timeline:
- Long-term Goals (3+ years):
 - [Specific Goal 5]: Describe a long-term leadership goal.
 - Actions:
 - Timeline:
 - [Specific Goal 6]: Describe another long-term leadership goal.
 - Actions:
 - Timeline:

3. Leadership Role-Playing:

- Assign roles and scenarios for participants to act out different leadership situations, such as giving feedback, resolving conflicts, or leading a team meeting.
- Provide constructive feedback and debrief the role-play exercises.

4. Leadership Case Studies:

- Provide real-world leadership case studies and ask participants to analyze them, identify key issues, and propose solutions.
- Encourage group discussions to explore different perspectives.

5. Leadership Challenge

The Team Leadership Challenge is a great activity for developing leadership skills and promoting teamwork. To conduct this activity effectively, follow these steps:

Preparation:

1. Define the Task or Problem: Select a task or problem that requires teamwork and problem-solving. Make sure it's relevant to the goals of your leadership training program.
2. Create Teams: Divide the participants into teams of equal size. Ideally, each team should consist of 4-6 members. Ensure a diverse mix of skills and personalities within each team.
3. Assign Team Leaders: Let each team know that they must select a team leader from among their members. You can either let them choose their leader or assign one if you have specific criteria in mind for each team.
4. Provide Instructions: Clearly explain the task or problem to each team. Provide any necessary materials or information to get them started.

Execution:

1. Team Work: Give teams a specific amount of time to work on the task or problem. Make sure you set a timer or announce a clear deadline. During this time, teams should collaborate, brainstorm, and work together to find a solution.

2. Observation: As the teams work, observe their interactions and the leadership styles of the appointed leaders. Pay attention to how leaders communicate, make decisions, delegate tasks, and motivate their team members.

3. Note-taking: Take notes on each team's progress and leadership dynamics. Pay special attention to how the leadership approach affects the team's effectiveness in solving the task.

Debrief:

1. Team Presentations: After the allotted time, have each team present their solution or progress to the entire group. Ask them to explain their approach, the roles of team members, and the rationale behind their decisions.

2. Leadership Discussion: Facilitate a discussion about leadership within each team. Encourage participants to reflect on their experiences as both leaders and team members. Some questions to consider include:

- What leadership style(s) did the team leader(s) adopt?
- How did the leadership style impact the team's dynamics and performance?
- Were there any challenges or conflicts related to leadership?
- What could the leader(s) have done differently to enhance team performance?

3. Key Takeaways: Summarize the key takeaways from the activity, emphasizing the importance of adaptability in leadership, the role of effective communication, and the significance of team collaboration.

4. Leadership Styles Discussion: Provide an overview of various leadership styles (e.g., authoritative, democratic, transformational, servant leadership) and their pros and cons. Discuss which styles were demonstrated by the team leaders and how they influenced the team's success.

5. Action Planning: Encourage participants to reflect on the leadership challenge and think about how they can apply the lessons learned to their real-world leadership roles. Have them develop action plans for improving their leadership skills.

6. Feedback: Open the floor for participants to share feedback with each other constructively. Encourage them to provide insights on each other's leadership styles and teamwork.

Example of Task

1. Ethical Dilemma Resolution: Describe an ethical dilemma that an organization might face. Teams should analyze the situation, discuss the ethical principles involved, and propose a solution that upholds ethical standards.
- 2.
3. Strategic Planning: Assign teams the task of creating a strategic plan for a fictitious or real organization. They must define the organization's mission, set objectives, and outline a strategy for achieving those goals.
- 4.
5. Product Launch: Provide teams with a new product concept and ask them to develop a comprehensive plan for launching it, including marketing, sales, and logistics strategies.
- 6.
7. Cross-Functional Collaboration: Each team represents a different department within the organization (e.g., marketing, finance, operations). They must collaborate to solve a company-wide challenge.

Leadership Game and Activities

1. 1. Back-to-Back Drawing:

- Participants are paired up and sit back-to-back.
- One person describes a simple image to draw, while the other person tries to recreate it.
- Promotes effective communication and listening skills.

2. 2. Blind Polygon:

- Participants are blindfolded and must form a specific geometric shape (e.g., square, triangle) without verbal communication.
- Requires non-verbal communication, trust, and leadership skills.

3. Survivor Island:

- Participants are "stranded" on an imaginary island and must collectively choose limited survival items.
- Encourages group decision-making, prioritization, and resource management.

4. Human Knot:

- Participants stand in a circle, reach across, and hold hands with two people from opposite sides.
- The group must work together to untangle themselves without letting go of hands.
- Promotes teamwork and communication.

5. Trust Fall:

- Participants form pairs, with one person falling backward while the other catches them.
- This activity fosters trust and communication between participants.

6.