

# **Training Program: Foundational Leadership Skills**

## **Day 1: Introduction to Leadership**

### **Session 1: Understanding Leadership**

- What is leadership?
- Leadership vs. Management
- Traits of effective leaders

### **Session 2: Leadership Styles & Self-Assessment**

- Different leadership styles (Situational, Transformational, etc.)
  - Self-assessment: Identifying your leadership style
  - Activity: Leadership case study analysis
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## **Day 2: Decision-Making for Leaders**

### **Session 1: Decision-Making Frameworks**

- Rational decision-making process
- Intuitive vs. Data-driven decisions
- Overcoming decision paralysis

### **Session 2: Problem-Solving Techniques**

- Root cause analysis (5 Whys, Fishbone Diagram)
  - Risk assessment in decision-making
  - Activity: Real-world decision-making simulation
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## **Day 3: Team Management & Motivation**

### **Session 1: Building High-Performance Teams**

- Stages of team development (Tuckman's Model)
- Characteristics of successful teams
- Managing diverse teams

## **Session 2: Motivation & Delegation**

- Understanding team dynamics
  - Motivational strategies (Intrinsic vs. Extrinsic)
  - Effective delegation techniques
  - Activity: Role-playing delegation scenarios
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## **Day 4: Conflict Resolution & Communication**

### **Session 1: Handling Workplace Conflicts**

- Types of conflicts in teams
- Conflict resolution strategies (Thomas-Kilmann Model)
- Active listening & emotional intelligence in conflict

### **Session 2: Effective Leadership Communication**

- Giving constructive feedback
  - Assertive communication vs. Aggressive communication
  - Activity: Difficult conversation role-play
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## **Day 5: Leadership in Action & Closing**

### **Session 1: Practical Leadership Challenges**

- Real-world leadership case studies
- Handling change & crisis situations
- Group discussion on leadership dilemmas

### **Session 2: Personal Leadership Plan & Wrap-up**

- Creating an action plan for leadership growth
- Commitment & accountability
- Certification & closing remarks