



Business Leadership: Becoming Management Material

Learn ways to communicate clearly and openly in order to get things done. Identify your leadership style profile, and discover ways to use this knowledge to manage more effectively. Understand how to motivate and challenge your employees by delegating and coaching for excellent performance. In this workshop you will discover practical and innovative ways to handle your most challenging responsibilities, from managing meetings to managing your team.

What participants will learn:

At the conclusion of this workshop, you will be able to:

- Define your role as a manager and identify how that role differs from other roles you have had
- Understand the leadership challenge and the new functions of management
- Discover how you can prepare for and embrace the forces of change
- Identify ways to get you and your work space organized, and get a jump on the next crisis
- Identify your leadership profile and explore ways to use this knowledge to improve your success as a manager
- Enhance your ability to communicate with others in meetings and through presentations
- Create an action plan for managing your career success

Workshop Outline:

This includes large group discussions, individual work and reflection, small group discussions & exercises, case studies and simulations for role play. Customization will be based on your own needs or information provided by your human resource department or the individual department prior to the workshop. Materials are designed as interactive workshops with a 40/60 split between concept/theory and practical application of skills discussed.

Day 1

Introductions, Learning Objectives and Agenda

The Management Challenge

- The new rules of the workplace
- Building trust
- Energizing your team
- Empowering your team
- Supporting your team
- Developing personal mastery
- Assignment: Team Project

Dealing with Change

- Preparing for your journey of change
- Enabling others to handle change

- Communication
- Commitment
- Participation
- Celebrating victories
- Seven steps for breaking through organizational gridlock

Getting Organized

- Start with your desk
- Work with your planner
- Set your priorities
- Get a jump on the next crisis
- Review

Day 2

Reconnect

Leading vs. Managing

- What leaders do
- Direction thinking
- Consequential thinking
- Communication skills
- Influence strategies
- What managers do
- Quality vs. productivity
- Principles of variation
- Macro and micro managing

Inspiring Employees to Better Performance

- The greatest management principle in the world
- Creating a supportive environment
- Measuring individual performance
- Five steps for training high performers
- Providing performance feedback
- Getting feedback for your performance
- Review

Day 3

Reconnect

Speaking Effectively

- To get action
- To inform
- To convince
- Introducing speakers, accepting and presenting awards

Conducting Effective Meetings

- Your role as manager
- Building the agenda
- Staying on track
- Getting everyone to participate

- Creating a comfortable atmosphere
- Facilitating open discussion
- Interventions you can use
- After the meeting

Attending Other People's Meetings

Managing Your Career

- Building your relationship with your manager
- Anticipating and initiating

Team Presentations

Review

Personal Action Plan

Evaluation

Suggested Reading List

This workshop is a detailed insight into the **skills required by Managers**.

- ❖ It is very interactive and includes many activities and exercises to enhance the learning experience.
- ❖ It is spread over the period of 3-full days consisting of 8 hrs each (9am-5pm)
- ❖ It includes 2 tea breaks and a lunch break

Proposed Training Plan Consists of:

- ❖ **Training Kit** : Handouts, Activities, Exercises
- ❖ **Training Duration**: 3 full days (8hrs each)
- ❖ **Number of candidates**: Minimum=20 Maximum=40
- ❖ **The training venue proposed is** :PC Hotel or Avari Hotel, according to availability of dates assigned by your organization for the training.

Training Cost:

Cost per Individual Participant is a total of:= **Rs.16,500**

Includes cost of:

- Handouts,
- Activity/Exercise material,
- Certificates,
- Tea (twice),
- Buffet Lunch,
- Hotel Facility Charges,
- and Trainers Cost