

Highly Effective Programme

Batch-35

Certificate Programme on **Leadership Development**

Five Fridays Training Programme 9.30 a.m. to 5.00 p.m.
on July 13, 20, 27, August 3 and 10, 2018

Venue: Torrent-AMA Management Centre, Core-AMA Management House, ATIRA Campus, Vastrapur, Ahmedabad 380 015.

INTRODUCTION : This Training Programme has been carefully designed to cater the needs of individual manager and help him to understand his personality, personal strengths and weaknesses and also his potential as a leader. It will also highlight on making work and organization more effective in the changing business environment.

OBJECTIVES :

- To help gain insights into one's own potential as a leader.
- To develop appropriate leadership skills and strategies to achieve team effectiveness.
- To help you to motivate your employees by giving them opportunity for valuable skill growth and development in decision-making.
- To develop skills to become more effective.
- To develop cross-functional awareness.

CONTENTS : **Day-1 (July 13) : Leadership – Foundation & Styles**

- Leader & Leadership – Conceptual Foundation
- Role of a Leader; Traditional Leadership Styles
- Modern Leadership Styles: Leadership by Direction; Leadership by Attraction; Leadership by Association; Leadership by Delegation
- Transformational Leadership
- Traits of Transformational Leaders

Day-2 (July 20) : Conflict Resolution

- Types of Conflicts; Sources of Conflicts; Consequences of Conflicts
- Styles of dealing with Conflict (Thomas – Kilmann Conflict Mode Instrument – TKI)
- Conflict Resolution Process
- Managing Anger

Day-3 (July 27) : Effective Delegation

- Managing Time & Priorities
- What should a Manager Delegate ?
- How to Delegate?
- Why Managers do not Delegate ?
- What should not be Delegated ?

Day-4 (August 3): Decision Making & Problem Solving

- Decision Making – Some Popular Notions
- Be Decisive – Ask the Right Questions
- Decision Making – A Question of Style
- Points to Remember
- What makes an Effective Decision
- Decision Making Process
- Problem Solving – Promoting Creative Thinking
- Problem Solving Model

Day-5 (August 10) : Negotiation Skill

- Negotiation Skills – Basic Understanding
- Negotiations – Core Process
- Preparing for Negotiation
- Fundamental Rules & Principles
- Types of Negotiations
- Negotiations – Variables Consideration
- Assessing the Opposition

All the Participants who have gone through the entire Series would share their experiences in the form of formal Presentations. They would even communicate how they have implemented their learning from this Series in their Professional lives as well as at the Personal fronts. The follow-up inputs would also be provided on the same day, for them to carry on the light for the time to come.

