#### Varitas Academy

# Training Couse Outline - Leadership Skills Development Programs (It's a complete leadership series by 2 session)

# Session 1 - Duration: 3 Days Course (6 Hours/Day)

#### Day-1 (6 Hours)

Time	Contents	Methodology	Materials	Remarks
10:00am - 12:00 pm	Introduction :	Handout,	Multimedia, White Board, Flip Chart	
	Company Overview:	PPT, Lecture.	and Marker Pen, Flash Card,	
	Welcome Note	Group	Masking Tape, Board Pin,	
	<ul> <li>Video Show : Etiquette &amp; Behavior</li> </ul>	Discussion,		
	Brief on the Company Services	Group Work		
	Health & Safety :			
	<ul> <li>Personal Hygiene &amp; Workplace Safety</li> </ul>			
12:00pm - 12:15pm				
12:15pm - 1:15pm	Leadership Session:	Handout,	Multimedia, White Board, Flip Chart,	
	<ul> <li>Team Building (part 1)</li> </ul>	PPT, Group	Marker Pen, Masking Tape. Flash	
		Discussion,	Card, Board Pin	
		Group Work		
1:15pm-2:30pm	Prayer and Lunch Break			
2:30pm – 3:30pm	<ul> <li>Team Building (part 2)</li> </ul>	Handout,	Multimedia, White Board, Flip Chart,	
		PPT, Group	Marker Pen, Masking Tape. Flash	
		Discussion,	Card, Board Pin	
		Group Work		
3:30pm – 4:00pm	Review	Group	Flip Chart and Marker Pen	
	<ul> <li>Questions and Answer</li> </ul>	Discussion		

# Day-2 (6 Hours)

Time	Contents	Methodology	Materials	Remarks
10:00am - 12:00 pm	Landarohin Cassian	Handout, PPT, Lecture.	Multimedia, White Board, Flip	
	Leadership Session:	Group Discussion, Group	Chart and Marker Pen, Flash	
	Middle Management training	Work	Card, Masking Tape, Board Pin,	
12:00pm - 12:15pm	Tea Break			
12:15pm - 1:15pm	Leadership Session:	Handout, PPT, Group	Multimedia, White Board, Flip	
	<ul> <li>Coaching Your Team</li> </ul>	Discussion, Group Work	Chart, Marker Pen, Masking	
			Tape. Flash Card, Board Pin	
1:15pm-2:30pm	Prayer and Lunch Break			
2:30pm – 3:30pm	Leadership Session:	Handout, PPT, Group	Multimedia, White Board, Flip	
	<ul> <li>Responsibility of Employees /</li> </ul>	Discussion, Group Work	Chart, Marker Pen, Masking	
	supervisor or team leader		Tape. Flash Card, Board Pin	
3:30pm – 4:00pm	Review	Group Discussion	Flip Chart and Marker Pen	
	<ul> <li>Questions and Answer</li> </ul>			

#### Day-3 (5 Hours)

Time	Contents	Methodology	Materials	Remarks
10:00am - 12:00 pm	Leadership Session:	Handout, PPT, Lecture.	Multimedia, White Board, Flip	
	<ul> <li>Communication skills</li> </ul>	Group Discussion, Group	Chart and Marker Pen, Flash	
	<ul> <li>7 c's of communication skills</li> </ul>	Work	Card, Masking Tape, Board Pin,	
12:00pm - 12:15pm	Tea Break			
12:15pm - 1:15pm	Review:	Handout, PPT, Group	Multimedia, White Board, Flip	
	<ul> <li>Question and Answer</li> </ul>	Discussion, Group Work	Chart, Marker Pen, Masking	
	<ul> <li>Evaluation</li> </ul>		Tape. Flash Card, Board Pin	
1:15pm-2:30pm	Prayer and Lunch Break			
2:30pm – 3:00pm	<ul> <li>Review full session</li> </ul>			
	Certification			

#### **LSD Course Outline Prepared by:**

Mr. Mostafizur Rahman Bhuiyan, Trainer and Development Consultant, Mobile@# 01732669696, e-mail: mos\_92003@yahoo.com

### Varitas Academy

# Training Couse Outline - Leadership Skills Development Programs (It's a complete leadership series by 2 session)

Session 2 - Duration: 2 Days Course (6 Hours/Day)

#### Day-1 (6 Hours)

Time	Contents	Methodology	Materials	Remarks
10:00am - 12:00 pm	Introduction: Company Overview:	Handout, PPT, Lecture. Group Discussion, Group Work	Multimedia, White Board, Flip Chart and Marker Pen, Flash Card, Masking Tape, Board Pin,	
12:00pm - 12:15pm		Tea Break		
12:15pm - 1:15pm	Leadership Session:  • Motivation	Handout, PPT, Group Discussion, Group Work	Multimedia, White Board, Flip Chart, Marker Pen, Masking Tape. Flash Card, Board Pin	
1:15pm-2:30pm	Prayer and Lunch Break			
2:30pm – 3:30pm	Leadership Session:  • Customer Service Attitude	Handout, PPT, Group Discussion, Group Work	Multimedia, White Board, Flip Chart, Marker Pen, Masking Tape. Flash Card, Board Pin	
3:30pm – 4:00pm	<ul><li>Review</li><li>Questions and Answer</li></ul>	Group Discussion	Flip Chart and Marker Pen	

#### Day-2 (6 Hours)

Time	Contents	Methodology	Materials	Remarks
10:00am - 12:00 pm	Landarohin Saccion	Handout, PPT, Lecture.	Multimedia, White Board, Flip	
	Leadership Session:	Group Discussion, Group	Chart and Marker Pen, Flash	
	Delegation	Work	Card, Masking Tape, Board Pin,	
12:00pm - 12:15pm	Tea Break			
12:15pm - 1:15pm	Leadership Session:	Handout, PPT, Group	Multimedia, White Board, Flip	
	<ul> <li>Principle of Leadership</li> </ul>	Discussion, Group Work	Chart, Marker Pen, Masking	
			Tape. Flash Card, Board Pin	
1:15pm-2:30pm	Prayer and Lunch Break			
2:30pm – 3:30pm	Leadership Session:	Handout, PPT, Group	Multimedia, White Board, Flip	
	<ul> <li>Communication Effectively</li> </ul>	Discussion, Group Work	Chart, Marker Pen, Masking	
	<ul> <li>Video show of 7C's</li> </ul>		Tape. Flash Card, Board Pin	
3:30pm – 4:00pm	Review	Group Discussion	Flip Chart and Marker Pen	
	<ul> <li>Questions and Answer</li> </ul>			

LSD Course Outline Prepared by:

Mr. Mostafizur Rahman Bhuiyan, Trainer and Development Consultant, Mobile@# 01732669696, e-mail: mos\_92003@yahoo.com