

Leadership Skills Development Programs - Course Outline

Varitas Academy

Training Course 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 : Company Overview: <ul style="list-style-type: none"> Welcome Note Video Show : Etiquette & Behavior Brief on the Company Services Health & Safety : <ul style="list-style-type: none"> Personal Hygiene & Workplace Safety | 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: <ul style="list-style-type: none"> Team Building (part 1) | 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 | <ul style="list-style-type: none"> Team Building (part 2) | Handout, PPT, Group Discussion, Group Work | Multimedia, White Board, Flip Chart, Marker Pen, Masking Tape. Flash Card, Board Pin | |
| 3:30pm – 4:00pm | <ul style="list-style-type: none"> Review Questions and Answer | Group Discussion | Flip Chart and Marker Pen | |

Leadership Skills Development Programs - Course Outline

Day-2 (6 Hours)

| Time | Contents | Methodology | Materials | Remarks |
|--------------------|--|--|--|---------|
| 10:00am - 12:00 pm | Leadership Session: <ul style="list-style-type: none"> • Middle Management training | 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: <ul style="list-style-type: none"> • Coaching Your Team | 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: <ul style="list-style-type: none"> • Responsibility of Employees / supervisor or team leader | Handout, PPT, Group Discussion, Group Work | Multimedia, White Board, Flip Chart, Marker Pen, Masking Tape. Flash Card, Board Pin | |
| 3:30pm – 4:00pm | <ul style="list-style-type: none"> • Review • Questions and Answer | Group Discussion | Flip Chart and Marker Pen | |

Leadership Skills Development Programs - Course Outline

Day-3 (5 Hours)

| Time | Contents | Methodology | Materials | Remarks |
|--------------------|--|--|--|---------|
| 10:00am - 12:00 pm | Leadership Session: <ul style="list-style-type: none"> • Communication skills • 7 c's of communication skills | 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 | Review: <ul style="list-style-type: none"> • Question and Answer • Evaluation | 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 – 3:00pm | <ul style="list-style-type: none"> • Review full session • Certification | | | |

LSD Course Outline Prepared by:

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

Day-1 (6 Hours)

| Time | Contents | Methodology | Materials | Remarks |
|--------------------|---|--|--|---------|
| 10:00am - 12:00 pm | <p>Introduction :</p> <p>Company Overview:</p> <ul style="list-style-type: none"> Welcome Note Video Show : Etiquette & Behavior Brief on the Company Services <p>Health & Safety :</p> <ul style="list-style-type: none"> Personal Hygiene & Workplace Safety | 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 | <p>Leadership Session:</p> <ul style="list-style-type: none"> 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 | <p>Leadership Session:</p> <ul style="list-style-type: none"> 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 style="list-style-type: none"> Review Questions and Answer | Group Discussion | Flip Chart and Marker Pen | |

Leadership Skills Development Programs - Course Outline

Day-2 (6 Hours)

| Time | Contents | Methodology | Materials | Remarks |
|--------------------|--|--|--|---------|
| 10:00am - 12:00 pm | Leadership Session: <ul style="list-style-type: none"> • Delegation | 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: <ul style="list-style-type: none"> • Principle of Leadership | 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: <ul style="list-style-type: none"> • Communication Effectively • Video show of 7C's | Handout, PPT, Group Discussion, Group Work | Multimedia, White Board, Flip Chart, Marker Pen, Masking Tape. Flash Card, Board Pin | |
| 3:30pm – 4:00pm | <ul style="list-style-type: none"> • Review • Questions and Answer | Group Discussion | Flip Chart and Marker Pen | |

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