



## Leadership Skills

### Program Overview

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**“A great leader's courage to fulfill his vision comes from passion, not position.”**

**John Maxwell**

Leadership skills can be learned and developed by anyone. They include all of the qualities necessary to guide a group from one point to another. Leaders use their personal knowledge, skills and influence to establish relationships with people and help others meet their goals. Leaders need to understand varieties of leadership styles, skills and qualities and know in which situations to use them. Ideal leaders are able to lead and teach leadership at the same time. They share their talents with group members so that everyone may benefit and grow.

Leaders become effective by modeling the skills and characteristics they seek to pass on to others. They acquire trust by being a person of good character and they achieve power by empowering others. Leadership is not only something you believe in, but also something you put into action! A great way to learn about leadership is through developing leadership skills. TCG offers you the opportunity to learn about leadership skills and practice them at the same time.

Leadership, a critical management skill, is the ability to motivate a group of people towards a common goal that helps you develop your skills as a leader.

Traditionally “Leadership” was seen as the role of the Senior Management only. With changing times, any person having team responsibilities, at whatever the level in the organization is also considered a leader. While these leaders’s reign of influence is not as vast as Senior Management, the skills needed to lead at the Manager level are similar. We must remember that all the leaders in the leadership positions were once Managers and rose through the leadership ladder by proving themselves early in their professional lives. Therefore learning these skills will not only make one a better manager now, but also gives you the skills needed to take on a leadership role in the future.

## Training Objectives

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- Achieve a broad understanding of the meaning of leadership and the qualities of a leader
- Acquire leadership skills and understanding of working in groups
- Participate in team building. Encourage involvement for every individual in the group
- Develop follow-through and responsibility
- Improve written, verbal and interpersonal communication skills
- Gain self-confidence and self-respect
- Learn how to lead and manage team performance
- Discover the art of managing diverse and virtual teams
- Appreciate the role of effective Coaching and Mentoring to groom a team
- Learn Feedback Skills

## Who Should Attend

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This programme is directed towards CEOs/CXO's/CFO's/Senior Management, Managers, Supervisors and/or Team Leaders who are responsible for grooming and leading teams.

## You Will Learn How To

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After completing this workshop, participants will have the skills and knowledge to:

- Exhibit responsible decision-making and personal accountability
- Exhibit the ability to work effectively with those different from themselves
- Demonstrate an understanding of group dynamics and effective teamwork
- Develop a range of leadership skills and abilities such as effectively leading change, resolving conflict, and motivating others
- Inspiring and motivating team members to stretch themselves
- Creating enthusiasm an organization through times of challenge or difficult change
- Motivate and generate enthusiasm among your staff and to build successful teams that cooperate
- Develop the necessary skills and tact to confront poor performance and deal with difficult people
- Empower and delegate, and to influence others in situations where you have little control
- Communicate your vision up and down the organization

## Training Aids

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Included with this workshop is a comprehensive participant manual designed for easy reference including worksheets, matrices, checklists, and process flows; other aids used to make the workshop effective are PowerPoint Presentations, Role Plays, Games, Group Activities, and Case Studies.

## Training Hours

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The duration of the training program will be for 2 days/16 Hrs.

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