

Training Content

This course has been specifically crafted to ensure that learners are able to inculcate behavioral changes that would help them meet such everyday challenges. During the course of learning, the learners will take part in activities, encounter situations that would put their mindset to test and with interactive facilitation will be ready to face everyday challenges.

Module -1 Servant Leadership

- Traits of a Servant Leader
- Challenges Faced by Leaders
- Leadership Under Challenging Times
- Servant Leadership and Organizational Growth
- Art of Delegation
- “ LEADERS eat Last” - Changing Mindsets and Leadership Styles
- Essential Survival soft skills

Module - 2 Time to Shine : Team Work & Time Management

1. Power of Time Management
2. Focus-Chaos Scale
3. Myth of MultiTasking
4. Time Blocking
5. Principles of Productivity
6. The Time Budget
7. Productivity Tips : Smart Work VS Hard Work
8. Team Management
9. Art of Delegation
10. Ownership as a core Value

Module -3 Conflict Management

1. Defining Conflict
2. Dissolving team tension
3. How to strive conversations with effective conversation
4. When to build walls or Bridges
5. Developing Negotiation Mindset
6. Email and text Negotiation
7. Persuasive Phrases
8. Power of Pause

9. Rate of Speech
10. Tone & Fillers
11. Art of taking feedback

Module -4 The Corporate Power Play

1. Toolkit : Meetings
2. Toolkit : How to explain
3. Toolkit : How to assign Task
4. Toolkit : How to pitch new ideas
5. Toolkit : Criticism at Work
6. Get others say Yes to you
7. Art of Storytelling
8. Concluding Meetings
9. Follow Up and Task Delivery
10. Goal Setting

11. Getting rid of Toxic Environment
12. Saying No to Micromanagement

Module 5 Core Values

1. Defining Ownership & Accountability
2. Role in Professional Life
3. High Trust Behaviours
4. Integrating personal and organizational scenario to create winning scenario
5. Preparing action plans
6. Case Study Based Analysis

Module -6 Emotional Intelligence

- IQ Vs EQ
- Combating Challenges with Emotional Intelligence
- Art of Strategic Interpretation of a Situation
- How do you recognize people with high EQ
- Components of EQ

Module -7 Conflict Resolution

- Thomas Kilmann Instrument

- a. Collaboration
 - b. Compromise
 - c. Accomodation
 - d. Compete and Avoid
- Neutralize Emotions
 - Circle of Want : What do I want : What do they want: What do we want.
 - Benefits of Timely Conflict Resolution
 - Road to Root Cause
 - Forget and Forgive
 - Digging Mutual Gains