

Training Plan

Training Objective:

To equip management graduates with essential skills and knowledge to excel in leadership roles, enhance communication, negotiation, and other soft skills, build confidence, and foster creativity and innovation in the workplace.

Duration: 32 Hours

Target Audience:

Management Graduates aspiring for leadership roles or seeking to enhance their professional skills in communication, negotiation, soft skills, confidence-building, and innovation.

Training Methodology:

- Interactive workshops
- Role-playing exercises
- Case studies
- Group discussions
- Presentations
- Team-building activities
- Confidence-building exercises

Module 1: Effective Communication Skills

- Verbal and non-verbal communication techniques
- Active listening and empathetic communication
- Overcoming communication barriers
- Assertive communication strategies

Module 2: Building Rapport and Relationships

- Techniques for building trust and rapport
- Establishing authentic connections
- Networking skills and relationship-building strategies
- Cross-cultural communication and rapport-building

Module 3: Negotiation Skills

- Principles of negotiation
- Preparation and planning for negotiations
- Effective negotiation tactics and strategies
- Win-win negotiation techniques

Module 4: Conflict Resolution

- Understanding different conflict styles
- Conflict resolution strategies
- Mediation and negotiation in conflict resolution
- Role-playing exercises for conflict resolution scenarios

Module 5: Emotional Intelligence

- Understanding emotional intelligence
- Self-awareness and self-regulation
- Empathy and social awareness
- Relationship management skills

Module 6: Leadership Presence and Confidence Building

- Enhancing leadership presence and charisma
- Techniques for building confidence and self-esteem
- Overcoming imposter syndrome and self-doubt
- Public speaking and presentation skills

Module 7: Time Management and Productivity

- Time management techniques for leaders
- Setting priorities and managing workload
- Delegation strategies for effective time management
- Stress management and work-life balance

Module 8: Creativity and Innovation

- Fostering creativity in the workplace
- Techniques for generating innovative ideas
- Encouraging a culture of innovation and experimentation
- Problem-solving exercises and brainstorming sessions

Module 9: Decision Making

- Decision-making models and frameworks
- Analytical thinking and critical reasoning
- Risk assessment and mitigation strategies
- Group decision-making exercises

Module 10: Change Management

- Understanding the psychology of change
- Managing resistance to change
- Leading teams through organizational change
- Change management simulation exercises

Module 11: Core Values and Ethical Leadership

- Identifying personal and organizational core values

- Ethical decision-making frameworks
- Leading with integrity and accountability
- Case studies on ethical dilemmas in leadership

Module 12: Sales Techniques and Customer Relationship Management

- Sales principles and strategies
- Building customer relationships
- Customer needs analysis and solution selling
- Role-playing exercises for sales scenarios

Wrap-up and Feedback:

- Summary of key takeaways from the training
- Participant feedback and evaluation
- Action planning for continued development

This comprehensive training plan covers a wide range of topics essential for leadership success, including communication, negotiation, emotional intelligence, time management, creativity, ethical leadership, and sales techniques. Additionally, confidence-building exercises are integrated throughout the program to help participants develop the self-assurance needed to excel in their roles.