Training Charter
Duration 16 Hours

1. Foundations of Leadership
   - Introduction to leadership principles and theories
   - Understanding the role of leadership in organizational success
   - Identifying personal leadership strengths and areas for development

2. Effective Communication Skills
   - Verbal and nonverbal communication techniques
   - Active listening and empathetic communication
   - Constructive feedback and difficult conversations

3. Problem Solving and Decision Making
   - Problem-solving methodologies and approaches
   - Decision-making models and strategies
   - Analyzing risks and uncertainties in decision-making

4. Project Management
   - Fundamentals of project management
   - Project planning, scheduling, and budgeting
   - Stakeholder management and communication in projects

5. Emotional Intelligence
   - Understanding emotional intelligence (EQ)
   - Self-awareness and self-regulation techniques
   - Empathy and relationship management skills

6. Change Management
   - Understanding change and its impact on individuals and organizations
   - Change management frameworks and models
   - Leading and navigating through organizational change

7. Innovation and Creativity
   - Fostering a culture of innovation and creativity
   - Techniques for generating and evaluating innovative ideas
   - Implementing and sustaining innovation in the organization

8. Team Building and Motivation
   - Building high-performing teams
   - Motivational techniques and strategies
   - Creating a positive and inclusive team culture

9. Strategic Thinking and Planning

- Developing strategic thinking skills
   - Strategic planning process and methodologies
   - Aligning organizational goals with strategic initiatives

10. Conflict Resolution and Negotiation
   - Understanding sources of conflict and conflict resolution styles
   - Negotiation tactics and strategies for win-win outcomes
   - Mediation and conflict resolution techniques

11. Leadership Ethics and Integrity
   - Ethical decision-making frameworks
   - Upholding integrity and ethical standards in leadership roles
   - Leading with honesty, transparency, and accountability

12. Leading Through Uncertainty
   - Navigating uncertainty and ambiguity
   - Adapting leadership approaches in dynamic environments
   - Building resilience and agility in leadership practices