

Training Charter (Duration : 32 Hours)

Program Overview:

The program is a comprehensive self-exploration and development program aimed at managers and people leaders in startups and high-growth companies. This program is designed to help managers build teams that people love by enhancing team cohesion, communication, collaboration, and leadership skills.

Program Objectives:

1. Enhance Team Cohesion: Build trust, respect, and camaraderie among team members.
2. Improve Communication: Foster open communication, active listening, and constructive feedback within the team.
3. Develop Collaboration Skills: Promote collaboration, cooperation, and synergy among team members.
4. Strengthen Problem-Solving Abilities: Enhance the team's problem-solving skills and ability to overcome challenges together.
5. Build a Positive Team Culture: Cultivate a supportive and inclusive team culture that values diversity and encourages innovation.
6. Increase Motivation and Engagement: Boost team morale, motivation, and engagement in achieving common objectives.
7. Enhance Leadership Skills: Develop leadership capabilities within the team and promote shared leadership.
8. Building Managerial Capability: Equip managers with the necessary skills and tools to effectively lead and manage their teams.

Program Modules & Stages:

Stage 1: Establishing Foundations

- Icebreaker Activities: Introduction and Warm-up Exercises
- Understanding Team Dynamics: Roles, Strengths, and Challenges
- Trust-Building Activities: Building Trust and Psychological Safety within the Team
- Effective Communication Skills: Active Listening, Clarifying, and Summarizing
- Team Charter Development: Establishing Team Norms, Values, and Expectations

Stage 2: Collaboration and Problem-Solving

- Team-Building Challenges: Collaborative Problem-Solving Exercises
- Conflict Resolution Skills: Strategies for Managing Conflict Constructively
- Decision-Making Processes: Consensus Building and Decision-Making Techniques
- Creative Problem-Solving Techniques: Brainstorming, Mind Mapping, and Innovation Exercises

Stage 3: Strengthening Team Culture and Leadership

- Diversity and Inclusion: Embracing Diversity and Fostering Inclusive Team Culture
- Building Resilience: Strategies for Overcoming Challenges and Adversity as a Team
- Leadership Development: Identifying and Cultivating Leadership Qualities within the Team

- Action Planning: Developing Actionable Strategies and Goals for Continued Team Development

Stage 4: Building Managerial Capability

- Understanding Managerial Roles and Responsibilities
- Coaching and Developing Team Members
- Performance Management and Feedback
- Managing Remote and Distributed Teams

Module Wise Curriculum

Module 1: Introduction to SynergyForge Program

- Overview of SynergyForge: Leadership & Team Mastery Program
- Importance of Leadership and Team Development in Modern Organizations
- Program Goals and Objectives
- Expectations and Outcomes for Participants

Module 2: Building a Foundation for Success

- Understanding Organizational Culture and Values
- Defining Team Goals and Objectives
- Establishing Team Norms and Expectations
- Identifying Key Performance Indicators (KPIs) for Success

Module 3: Understanding Team Dynamics

- Concept of Team and Types of Teams
- Stages of Team Development: Forming, Storming, Norming, Performing, Adjourning
- Roles and Responsibilities within Teams
- Building Cross-functional and Multidisciplinary Teams

Module 4: Effective Communication Skills

- Active Listening and Empathetic Communication
- Non-verbal Communication and Body Language
- Constructive Feedback Techniques
- Cross-cultural Communication in Diverse Teams

Module 5: Trust-Building and Psychological Safety

- Building Trust within Teams
- Creating a Culture of Psychological Safety
- Trust-Building Exercises and Activities
- Repairing Trust When It's Broken

Module 6: Conflict Resolution and Management

- Understanding Conflict in Teams
- Strategies for Resolving Conflict Constructively
- Mediation and Facilitation Skills
- Conflict Prevention and Management Techniques

Module 7: Decision-Making and Problem-Solving

- Decision-Making Processes and Techniques
- Problem-Solving Strategies and Tools
- Analytical Thinking and Critical Reasoning
- Risk Assessment and Management in Decision Making

Module 8: Leadership Fundamentals

- Concept of Leadership and Leadership Styles
- Traits and Characteristics of Effective Leaders
- Leading by Example: Integrity and Authenticity
- Building Relationships and Trust as a Leader

Module 9: Leadership Theories

- Trait Theory of Leadership
- Behavioral Theory of Leadership
- Contingency and Situational Leadership Theories
- Transformational and Transactional Leadership Models

Module 10: Situational Leadership

- Understanding Situational Leadership Model
- Adapting Leadership Styles to Different Situations
- Leading During Crisis and Uncertainty
- Flexibility and Adaptability in Leadership

Module 11: Leading High-Performing Teams

- Characteristics of High-Performing Teams
- Team Composition and Roles Allocation
- Setting Clear Goals and Expectations for Performance
- Foster a Culture of Accountability and Ownership

Module 12: Coaching and Mentoring

- Coaching Skills for Leaders
- Establishing Effective Mentorship Programs
- Providing Developmental Feedback and Support
- Career Development and Succession Planning

Module 13: Emotional Intelligence in Leadership

- Understanding Emotional Intelligence (EI) and its Importance
- Developing EI Competencies for Effective Leadership

- Self-awareness and Self-regulation
- Empathy and Social Skills in Leadership

Module 14: Building Resilience

- Resilience Strategies for Leaders and Teams
- Overcoming Adversity and Challenges
- Stress Management Techniques
- Cultivating a Growth Mindset

Module 15: Diversity and Inclusion

- Embracing Diversity in Teams
- Fostering Inclusive Team Culture
- Mitigating Bias and Stereotypes
- Leveraging Diversity for Innovation and Creativity

Module 16: Change Management

- Managing Change in Organizations
- Leading Teams Through Change Successfully
- Change Communication Strategies
- Building Change-Ready Teams

Module 17: Innovation and Creativity

- Fostering a Culture of Innovation
- Techniques for Encouraging Creativity in Teams
- Design Thinking and Creative Problem-Solving
- Experimentation and Risk-taking in Innovation

Module 18: Strategic Thinking and Planning

- Strategic Planning Process
- Translating Vision into Actionable Plans
- SWOT Analysis and Strategic Positioning
- Setting SMART Goals and Objectives

Module 19: Performance Management

- Setting Performance Goals and Expectations
- Providing Feedback and Recognition
- Performance Appraisal and Evaluation Systems
- Addressing Performance Issues and Challenges

Module 20: Continuous Learning and Development

- Importance of Lifelong Learning for Leaders
- Creating a Culture of Continuous Development in Teams
- Personal Development Planning
- Learning from Failure and Iterative Improvement

Module 21: Ethical Leadership

- Ethical Decision-Making Frameworks
- Leading with Integrity and Ethics
- Ethical Dilemmas and Moral Courage
- Establishing a Code of Ethics for Teams