

## **4-Session Virtual Training Curriculum for Leadership Development**

### **Session 1: Leadership and Emotional Intelligence**

#### **1. Leadership & Management Essentials**

- Understanding leadership styles and adapting to team needs.
- Building trust, collaboration, and motivation within teams.
- **Team Management:** Best practices for leading diverse teams and resolving conflicts.

#### **2. Emotional Intelligence in Leadership**

- Recognizing and managing emotional triggers.
  - Empathy: Understanding and responding to team perspectives.
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### **Session 2: Communication and Productivity**

#### **3. Communication for Impact**

- Enhancing clarity and persuasion in communication.
- Active listening skills to strengthen team connections.

#### **4. Time Management and Productivity**

- Prioritizing high-impact tasks for maximum efficiency.
- Setting SMART goals for individual and team success.

#### **5. Meeting Etiquettes**

- Structuring meetings for maximum efficiency.
  - Guidelines for effective participation and follow-ups.
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### **Session 3: Change Management and Performance Development**

#### **6. Change Management**

- Understanding the psychology of change and managing resistance.
- Strategies for inspiring adaptability during uncertainty.

#### **7. Performance Management and Talent Development**

- Setting measurable goals and providing actionable feedback.
- Developing and retaining talent within teams.

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## **Session 4: Well-being and Ethical Leadership**

### **8. Well-being and Stress Management**

- Techniques to manage stress and prevent burnout.
- Promoting work-life balance for sustainable leadership.

### **9. Ethical and Inclusive Leadership**

- Incorporating ethics into leadership decisions.
- Fostering an inclusive culture that values diversity.