

Behavioral Classroom Training: 1 Day Schedule

Target Audience:

- **Basic Professional Training (PB and LPB2):** Focus on foundational soft skills.
 - **Leadership Traits (LPB1 and above):** Focus on advanced leadership and personal growth skills.
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Morning Session: Foundation Skills for Professionals (PB & LPB2)

Duration: 3.5 hours (with breaks)

1. Communication Skills

Duration: 45 minutes

- Importance of effective communication in the workplace
- Key communication styles and when to use them
- Active listening techniques
- Overcoming communication barriers

2. Presentation Skills

Duration: 45 minutes

- How to structure an engaging presentation
- Managing stage fright and boosting confidence
- Using visual aids effectively
- Practical exercises: Mini-presentations

3. Influencing Skills

Duration: 45 minutes

- Understanding influence vs. authority
- Techniques to persuade and motivate others
- Building rapport and trust
- Role-playing and real-life scenarios

4. Inclusiveness

Duration: 45 minutes

- What is inclusiveness and why it matters?

- Recognizing and addressing unconscious biases
- Creating an inclusive environment
- Strategies for team inclusivity

Break: 15 Minutes

Afternoon Session: Leadership Traits (LPB1 & Above)

Duration: 3.5 hours (with breaks)

5. Coaching Skills

Duration: 45 minutes

- Key principles of coaching vs. managing
- Building effective coaching relationships
- The GROW model for structured coaching
- Practical coaching exercises

6. Teamwork and Accountability

Duration: 45 minutes

- The importance of teamwork and roles in a team
- Encouraging accountability and responsibility
- Conflict resolution and fostering collaboration
- Group discussion and team-building activities

7. Leadership Traits

Duration: 45 minutes

- Key leadership traits: Vision, integrity, decisiveness
- Leading by example: Role-modeling desired behavior
- Setting expectations and holding yourself accountable
- Leadership case studies

8. Emotional Intelligence (EQ) for Leaders

Duration: 45 minutes

- Understanding emotional intelligence (EQ)
- The impact of EQ on leadership success

- Strategies to improve self-awareness and self-regulation
- Self-reflection and peer feedback on emotional intelligence

Break: 15 Minutes

9. Feedback and Coaching for Performance

Duration: 45 minutes

- Giving constructive feedback
- Coaching for performance and improvement
- Building a culture of feedback in teams
- Practical role-play on giving feedback

Wrap-Up and Reflection

Duration: 15 minutes

- Quick recap of the day's learning
- Q&A session
- Next steps for continued growth in communication, leadership, and coaching skills