

## **Course Title: Advanced Management Skills for Effective Leadership**

### **Course Duration: 2 Days**

### **About the Course:**

This intensive 2-day program is designed to equip managers with the critical skills necessary for effective leadership, stakeholder management, and strategic execution. Participants will explore the principles of "The 7 Habits of Highly Effective Managers," master change management, engage with cross-functional teams, and understand emerging trends in Corporate Social Responsibility (CSR). Through interactive sessions, case studies, and practical exercises, managers will gain actionable insights to enhance their leadership capabilities.

### **Target Audience:**

- Mid to Senior-Level Managers
- Project Managers and Team Leads
- Aspiring Leaders seeking to enhance managerial skills
- HR Managers and CSR Professionals

### **Course Outcomes:**

Upon completion of the course, participants will be able to:

1. Apply the 7 Habits of Highly Effective Managers for personal and team effectiveness.
  2. Lead change initiatives with confidence and strategic planning.
  3. Manage stakeholders and cross-functional teams effectively.
  4. Execute strategies with high employee engagement.
  5. Understand and leverage emerging trends in CSR for sustainable impact.
- 

## **Day 1 – Building a Foundation for Effective Leadership**

### **Module 1: The 7 Habits of Highly Effective Managers**

1. **Introduction to the 7 Habits**
  - Overview of Stephen Covey's principles.
  - Adapting the 7 Habits for managerial effectiveness.
2. **Habit 1: Be Proactive**
  - Focusing on response over reaction.
  - Understanding the Circle of Influence vs. Circle of Concern.
  - Techniques for proactive decision-making.
3. **Habit 2: Begin with the End in Mind**
  - Setting clear objectives and strategic vision.

- Developing team alignment with organizational goals.
  - 4. **Habit 3: Put First Things First**
    - Prioritization techniques (Eisenhower Matrix, Time Management Quadrants).
    - Balancing urgent vs. important tasks.
  - 5. **Habit 4: Think Win-Win**
    - Collaborative negotiation strategies.
    - Building trust and long-term relationships.
  - 6. **Habit 5: Seek First to Understand, Then to Be Understood**
    - Active listening and empathetic communication.
    - Techniques for resolving conflicts effectively.
  - 7. **Habit 6: Synergize**
    - Fostering teamwork and collective problem-solving.
    - Leveraging individual strengths for group success.
  - 8. **Habit 7: Sharpen the Saw**
    - Continuous learning and self-improvement.
    - Maintaining work-life balance and resilience.
- 

## **Module 2: Leading Change Management**

1. **Understanding Change Management**
    - Definition and importance of change management in business.
    - Identifying drivers of change: internal vs. external.
  2. **Change Models and Frameworks**
    - Kotter's 8-Step Change Model.
    - ADKAR Model for structured change.
    - Lewin's Change Management Model (Unfreeze – Change – Refreeze).
  3. **Building a Change Strategy**
    - Assessing readiness for change.
    - Defining vision, mission, and goals for change.
  4. **Communicating Change Effectively**
    - Crafting messages that resonate with stakeholders.
    - Techniques for overcoming resistance.
  5. **Leading Through Uncertainty**
    - Handling ambiguity and uncertainty during transitions.
    - Ensuring team motivation and alignment.
- 

## **Module 3: Managing Stakeholders & Cross-Functional Teams**

1. **Identifying and Mapping Stakeholders**
  - Categorizing stakeholders: Internal vs. External.
  - Stakeholder analysis and influence mapping.
2. **Building and Maintaining Relationships**

- Engagement strategies for different stakeholder groups.
  - Addressing conflicts and managing expectations.
  - 3. **Cross-Functional Team Dynamics**
    - Understanding roles and responsibilities across teams.
    - Effective communication and collaboration.
  - 4. **Strategies for Cross-Functional Leadership**
    - Navigating silos and bridging gaps between departments.
    - Leading without formal authority.
- 

## **Day 2 – Strategic Execution and Corporate Responsibility**

### **Module 4: Execution and Employee Engagement**

1. **Strategic Execution Fundamentals**
    - Translating strategy into actionable plans.
    - Goal setting (SMART Goals, OKRs).
  2. **Building High-Performance Teams**
    - Characteristics of high-performing teams.
    - Motivating and inspiring team members.
  3. **Employee Engagement Techniques**
    - Techniques for boosting employee morale and productivity.
    - Addressing disengagement and its root causes.
  4. **Measuring Execution Success**
    - Key Performance Indicators (KPIs) and metrics.
    - Continuous feedback and improvement loops.
- 

### **Module 5: Emerging Trends and the Future of CSR**

1. **Introduction to Corporate Social Responsibility (CSR)**
  - Evolution of CSR: From philanthropy to sustainable business.
  - Key principles and global standards (ISO 26000, UN SDGs).
2. **Emerging Trends in CSR**
  - ESG (Environmental, Social, Governance) and its impact.
  - Social entrepreneurship and community engagement.
  - Digital transformation and responsible AI.
3. **Strategic CSR Alignment**
  - Integrating CSR into core business strategy.
  - CSR as a driver for brand reputation and stakeholder trust.
4. **Measuring CSR Impact**
  - Frameworks for evaluating CSR initiatives.
  - Reporting and transparency in CSR activities.

---

## **Module 6: Action Planning and Implementation**

- 1. Creating a Personal Leadership Action Plan**
    - Defining short-term and long-term leadership goals.
    - Mapping out key milestones and success indicators.
  - 2. Building a Roadmap for Change**
    - Developing implementation steps for strategic initiatives.
    - Risk assessment and contingency planning.
  - 3. Sustaining Leadership and Engagement**
    - Techniques for long-term impact and sustainability.
    - Encouraging a culture of accountability and innovation.
  - 4. Final Reflections and Course Wrap-up**
    - Sharing insights and key takeaways.
    - Participant feedback and Q&A session.
-