

TOC for leadership for beginners

1. Program Overview

The Leadership Launchpad is an immersive 5-day journey designed for individual contributors transitioning into their first management or supervisory roles. The program focuses on shifting the mindset from "doing the work" to "enabling others to do the work." It provides a safe environment to practice the foundational skills of emotional intelligence, communication, and performance management.

2. Training Methodology

The 70-20-10 Model: Focused on experiential learning (70%), peer-to-peer social learning (20%), and structured theory (10%).

Reflective Journaling: Daily "Leadership Logs" to track personal growth.

Video Feedback: Brief recorded role-plays for self-assessment of body language and tone.

Mastery Cohorts: Small breakout groups that stay together for the full 5 days to build trust.

3. Learning Objectives

By the end of this 5-day journey, participants will:

Identify their personal **Leadership Style** and its impact on others.

Master **Active Listening** and assertive communication techniques.

Conduct effective **One-on-One meetings** and provide constructive feedback.

Apply the **Situational Leadership** model to different team developmental levels.

Build a **Personal Leadership Manifesto** to guide their first 90 days in a role.

4. 5-Day Outline (TOC)

Day 1: Leading Self (The Foundation)

09:00 – 10:30: The Transition: From "Star Doer" to "Effective Leader."

10:45 – 12:30: **Self-Awareness:** Understanding your Personality Profile (e.g., DISC or MBTI). •

13:30 – 15:30: **Emotional Intelligence (EQ):** Managing triggers and reactions under pressure. •

15:45 – 17:00: **Values-Based Leadership:** Defining your core principles. •

Day 2: The Art of Connection (Communication)

09:00 – 11:00: **Active Listening:** Hearing what isn't being said. •

11:15 – 12:30: **The Feedback Loop:** Using the SBI (Situation, Behavior, Impact) Model. •

13:30 – 15:30: **Difficult Conversations:** Navigating conflict without damaging relationships. •

15:45 – 17:00: **Public Speaking and Presenting with Confidence.** •

Day 3: Leading Others (The Performance Engine)

09:00 – 11:00: **Situational Leadership:** Matching your style to the employee's skill/will. •

11:15 – 12:30: **Goal Setting:** Moving from SMART goals to OKRs (Objectives and Key Results). •

13:30 – 15:30: **The Art of Delegation:** Empowering others while maintaining accountability. •

15:45 – 17:00: **Coaching vs. Mentoring:** When to use which approach. •

Day 4: Team Dynamics (The Culture Builder)

09:00 – 11:00: **Stages of Team Development:** Forming, Storming, Norming, and Performing. •

11:15 – 12:30: **Building Trust:** The "Trust Triangle" (Logic, Authenticity, Empathy). •

13:30 – 15:30: **Facilitating High-Impact Meetings:** Keeping the team aligned and on time. •

15:45 – 17:00: **Managing Remote and Hybrid Teams.** •

Day 5: The Strategic Leader (Impact & Future)

09:00 – 11:00: **Decision Making:** Overcoming analysis paralysis and bias. •

11:15 – 12:30: **Time Management for Leaders:** The Eisenhower Matrix (Urgent • vs. Important).

13:30 – 15:30: **Change Management:** Helping your team navigate uncertainty. •

15:45 – 17:00: **Grand Finale:** Presentation of Personal Leadership Manifestos. •

5. Gaming & Activities

Day 1: "The Leadership Shield": Participants create a visual coat of arms • representing their strengths and values.

Day 2: "The Silent Builder": A team activity where one leader must guide a group to build a structure without speaking, emphasizing non-verbal cues.

Day 3: "The Delegation Lab": A card-sorting game where leaders must • decide which tasks to keep, delete, or delegate based on a fictional "Busy Week" scenario.

Day 4: "The Trust Fall (Digital Version)": A logic-based escape room game • that requires high levels of information sharing and vulnerability.

Day 5: "The CEO's Dilemma": A capstone simulation where teams must • make a high-stakes business decision under time pressure and present their rationale.