

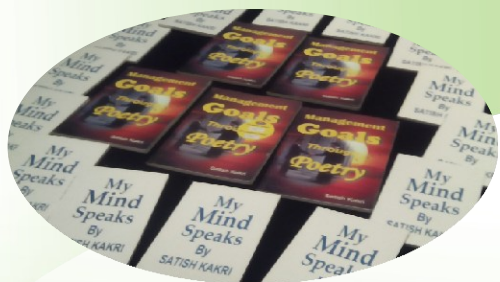


# SATISH KAKRI MANAGEMENT AND EDUCATIONAL CONSULTANTS PVT. LTD.

318, Tulsiani Chambers, Nariman Point, Mumbai- 400021  
 Tel: 22810000 Mob: 9930527551  
 Email-info@satishkakriconsultants.com



## One-day Training Program : Leadership Skills Development:



### Background:

In this highly competitive business environment it has become necessary, that the productivity of any organization and its team should be optimized. Leadership Skills does not mean only CEOs / Top Management. Every Executive who leads a Team small or big is also a leader in his/her own rights. We have designed an interactive, practical and effective workshop that will help participants develop the leadership skills qualities in each participant.

### Objectives:

- To develop interpersonal skills that help to communicate, listen and handle conflicts.
- To learn how to work with groups and teams to solve problems and accomplish projects.
- To hold performance discussion for changing behavior and enhanced productivity.
- To understand clearly when to manage and when to lead the team.
- To assess one's own leadership behavior and determine the best style to generate results.
- To communicate goals clearly to the team members and render assistance on personal basis where ever required.
- To use effective communications to motivate, coach and to inspire.

### Contents:

#### A) Communication & Presentation Skills:

##### Voice & Speech

- Building better breath control
- Enhancement of capacity of voice.
- Effectively using Modulation of Voice
- Developing cordiality in voice.



### Preparing & Delivering Effective Presentations

- Developing ability to speak impromptu
- Video Recording & Play Back Sessions
- Preparing a Presentation – Developing the Structure
- Keeping the Presentation on Track – focus on important points
- Including the right content
- Connecting with the audience

### Motivation & Confidence building:

- Enhancing self-esteem and self worth.

### Body Language:

- Displaying Positive Body Language
- Maintaining Poise in Appearance

### Leadership Skills & Team Building

#### What makes a Great Leader:

- Definition of an effective Leader
- Traits of a Strong Leader
- Leading v Managing

### Effective Delegation:

- Understanding each person's capability & capacity
- Developing Trust
- Non interference after delegation

### Team Building:

- Characteristics of a good team
- Emphasizing the importance of Vision in aligning team performance
- Integrating one's leadership and Managerial Goals
- Using a Leader's role as motivator
- Understanding the principles that make teams work
- Employing a work team simulation.



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## Two-day Training Program : Leadership Skills Development:

### Leader as a Manager of People:

#### Decision Making:

- Analytical Thinking
- 7 Steps Decision Making
- Taking Fast Decisions
- Dealing with Procrastination



### Managing Skills:

- Understanding the Role of a Manager
- Enhanced Interpersonal Skills
- Ability to Delegate effectively and monitor the progress
- Improving the Team efficiency continuously
- Getting the best results from people
- Minimizing personal stress

### Time Management:

- Understanding Time
- Analyzing Use of Time
- Assessing Your Ability
- Working out Priorities
- Using Time Planners



### How you will benefit:

#### Enhanced Self-esteem:

The trainer will motivate you to raise your morale and self esteem that will allow you to project yourself as a leader.

#### Enhancement of Productivity:

This program will enable you to imbibe techniques that will help manage your team members more efficiently for increased overall productivity. Losses due to miscommunication will be eliminated.



### Reduced Stress level:

Enhanced communication and leadership skills will help yourself reduce the stress levels of both yourself and your team members.



### Higher Profit for your Company:

With enhanced leadership skills you will be able to lead your team and company to higher levels of performance and profits.

### Feedback & Comments:

- 1. Mr. Pradip Nettar:**  
"Very Participative with lots of encouragement for networking."
- 2. Dr. Yash Shah:**  
"The experience was amazing! Very helpful to overcome Stage fight. Thank You!"
- 3. Atul Jaiswal:**  
"Lots of team activities done to develop Team Building... Excellent platform to move forward in improving Public Speaking & Communication Skills".

For more feedback visit  
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