

Management Leadership Programs Training

Course Duration: 08 Hours

Course Code: MLPT

1. Course Overview

The Management Leadership Program (Soft Skills) is designed to enhance leadership effectiveness, communication, and interpersonal skills required in today's dynamic business environment. This program focuses on developing confident leaders who can manage teams, drive performance, and foster a positive workplace culture. It blends practical insights with real-world scenarios to build strong managerial capabilities.

2. What You'll Learn

- Effective leadership styles and strategies
- Communication and active listening skills
- Team building and conflict management
- Decision-making and problem-solving techniques
- Emotional intelligence in leadership
- Time management and productivity improvement
- Motivation and performance management
- Adaptability and change management

3. Target Audience

- Team Leaders and Supervisors
- Mid-level Managers
- Aspiring Leaders and Professionals
- HR Professionals
- Entrepreneurs and Business Owners

- Fresh graduates aiming for leadership roles

4. Pre-Requisites

- Basic understanding of workplace environment
- Interest in leadership and personal development
- No technical background required
- Prior work experience is beneficial but not mandatory

5. Course Content

Module 1: Introduction to Leadership

- Leadership vs Management
- Key Leadership Traits

Module 2: Communication Skills

- Verbal & Non-Verbal Communication
- Active Listening Techniques

Module 3: Emotional Intelligence

- Self-awareness and self-regulation
- Empathy and relationship management

Module 4: Team Management

- Team building strategies
- Conflict resolution

Module 5: Decision Making & Problem Solving

- Analytical thinking
- Strategic decision-making models

Module 6: Time & Stress Management

- Prioritization techniques
- Handling workplace stress

Module 7: Performance & Motivation

- Goal setting (SMART Goals)
- Employee motivation techniques

Module 8: Change Management

- Leading through change
- Building adaptability

