

Course Outline: Managerial Mastery - Transition to Leadership

Managerial Mastery: Road to Leadership" is an intensive 15-day program designed for mid-to-senior-level professionals aiming to enhance their managerial and leadership skills. This comprehensive course covers a wide range of topics crucial for effective leadership, including communication strategies, time management, team building, decision-making, performance optimization, strategic planning, coaching, conflict resolution, leadership impact, advanced analytical skills, and feedback mastery

Course Modules: 15, Duration: 25 hours

Course Outcomes:

Participants will emerge from the program with enhanced leadership capabilities, strategic thinking, effective communication skills, and proficiency in analytical decision-making. The course empowers managers to lead high-performing teams, resolve conflicts, make informed decisions, and drive impactful change within their organizations.

Who should take this course:

- Mid-level managers aspiring to advance into leadership roles.
- Experienced leaders seeking to refine and update their managerial skills.
- Individuals preparing for leadership responsibilities in diverse industries.
- Anyone interested in mastering the key facets of effective managerial leadership.

Complexity Level : Intermediate to Advanced

The course is designed to accommodate participants with varying levels of managerial experience. While it covers advanced topics, the program is structured to provide foundational knowledge before delving into more complex subjects. The interactive nature of the sessions ensures engagement and understanding, making it accessible for a diverse audience.

Modules

Session 1: Impactful Communication Techniques

- Effective communication strategies
- Tenets of Communication
- Active listening and feedback
- Crafting clear and concise messages
- Role-playing challenging communication scenarios
- Constructive feedback sessions
- Crafting impactful messages under time pressure
- Brand Mantra

Session 2: Time Mastery

- Tools for time management
- Balancing tasks and responsibilities
- Time management simulation with real-world scenarios
- Prioritization challenge: Handling multiple tasks simultaneously
- To whom should you delegate? and How should you delegate?
- The procrastination cycle
- 10 ways to effectively overcome procrastination
- The POMODORO Technique

Day 3: Team Building Workshop with Growth Mindset

- What is Growth Mindset Vs What is a Fixed Mindset?
- Integrating a growth mindset into team culture
- 15 Ways to Develop a Growth Mindset
- Challenges that encourage innovation and adaptability
- Team-building exercises emphasizing a growth mindset

Day 4: Decision-Making Bootcamp

- Decision-making models
- Risk analysis and mitigation
- Quick decision tools for managers
- Complex decision-making case studies
- Crisis decision simulation with limited information
- Real-time feedback and decision analysis
- Decision Making Tools

Day 5: Performance Management

- Setting performance expectations
- Conducting effective performance reviews
- Performance improvement techniques
- Live performance management case study
- Team-based performance improvement projects
- Role-playing difficult performance conversations

Day 6: Strategic Action Lab with Advanced Problem-Solving

- Introduction to strategic planning
- SWOT analysis and goal setting
- Creating actionable plans
- Real-world strategic planning scenario with an emphasis on problem-solving
- Group problem-solving exercises tied to strategic initiatives
- Implementing problem-solving methodologies in strategic decision-making

Day 7: Coaching and Mentorship

- Attributes of a good mentor
- Coaching through change
- Live coaching and mentoring role-plays
- Peer coaching sessions with feedback
- One-on-one coaching with expert feedback

Day 8: Effective Delegation

- Delegation techniques and tools
- Empowering team members
- Monitoring and feedback in delegation
- Delegation under time constraints
- Crisis delegation simulation
- Analysis of delegation outcomes and adjustments

Day 9: Conflict Resolution

- Understanding sources of conflict
- Conflict resolution models
- Intensive conflict resolution simulations
- Team-based conflict resolution projects
- Peer-reviewed conflict resolution strategies
- Impact of an unresolved/resolved conflict

Day 10: Leadership Impact Immersion

- Building leadership presence
- Influencing skills for managers
- Personal brand development
- Influential communication in challenging situations
- Building trust and credibility

Day 11: Advanced Analytical Skills

- Evolution of data and categories
- 4 stages of Data to Business Value
- The full Data Analytics Process
- How to Analyze Data
- Tools in the market
- Data-driven decision-making workshop
- Analyzing key performance indicators (KPIs)
- Business analytics case studies and exercises

Day 12: Feedback Mastery and Peer Review

- What can feedback do for you?
- Conditions for a Good Feedback
- The Johari Window
- Comprehensive feedback training session
- Peer review and feedback exchange
- Real-time feedback on individual managerial skills

Day 14: Intensive Action Planning and Review

- Individual and group reflections on the entire program
- Action planning for continued improvement
- Final assessment and certification

Day 15: Certification

Throughout the program, participants will dive deep into the analytical aspects of decision-making and develop proficiency in using data to drive managerial decisions. The feedback mastery day will sharpen their ability to provide and receive constructive feedback, crucial for continuous improvement and effective team management. These skills will be immediately applied through practical exercises, case studies, and interactive simulations.