



NEW DELHI, INDIA

22 - 25 JANUARY 2019

# LEADERSHIP AND TEAM MANAGEMENT

Develop yourself and a high-performing team

An initiative of



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## BENEFITS

You will learn fundamental concepts of leadership and team management. This will enable you to lead and manage your team better, stimulate team spirit, decrease conflicts and enhance team performance.

- Reflect on your own vision, strategies, and values
- Develop your self, team, and organisational leadership
- Connect tasks and people, ignite ideas and inspire action

## WHO CAN APPLY

- Everyone in leadership position and young emerging leaders
- Everyone who leads a team and aspire to become an agile team leader

## PROGRAMME

Day 1   22 Jan 2019	Day 2   23 Jan 2019	Day 3   24 Jan 2019	Day 4   25 Jan 2019
<b>I. Welcome</b> <ul style="list-style-type: none"> <li>• Welcome &amp; participants intro</li> <li>• Expectations, agenda &amp; logistics</li> </ul> <b>II. Organisational Leadership</b> <ul style="list-style-type: none"> <li>• Organisational, Team, Self-leadership</li> <li>• The Helix Model</li> <li>• Vision, policies, strategies, people</li> </ul> <b>III. Self-leadership</b> <ul style="list-style-type: none"> <li>• Introduction to Self-leadership</li> <li>• Tasks versus people</li> <li>• Develop your values</li> <li>• Self-management, -stressors, resources, resilience</li> <li>• Develop tagline</li> </ul>	<b>IV. Team Leadership</b> <ul style="list-style-type: none"> <li>• Your personal tagline as a leader</li> <li>• Introduction to Team Leadership</li> <li>• Contribution, trust, engagement, respect</li> <li>• Phases of group development</li> <li>• Day to day tasks of a team leader</li> </ul> <b>V. 4 Types of Managing People</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Management by Delegation</li> <li>• Management by Objective</li> <li>• Management by Exception</li> <li>• Introduction to the concentric circles</li> </ul>	<b>VI. Attitudes: The Human Dimension</b> <ul style="list-style-type: none"> <li>• Solist or team player</li> <li>• Process oriented or structured?</li> <li>• Empathy, Antipathy, Sympathy</li> </ul> <b>VII. Decision Making Process in Teams</b> <ul style="list-style-type: none"> <li>• Reflection on worst and best meetings</li> <li>• Four colours and self-reflection</li> <li>• Propose the group process according to the four colours</li> <li>• Simulation</li> </ul> <b>VIII. Tools to improve staff performance</b> <ul style="list-style-type: none"> <li>• Role clarity</li> <li>• Key performance indicators</li> <li>• Peer coaching</li> </ul>	<b>IX. The Exceptional Leader</b> <ul style="list-style-type: none"> <li>• Credo for Exceptional Leaders</li> </ul> <b>X. Life Cycle: The Way Ahead</b> <ul style="list-style-type: none"> <li>• Life cycle models</li> <li>• 5 years back, now, and in 5 years?</li> <li>• Feed forward</li> </ul> <b>XI. Summary, Evaluation &amp; Certificates</b>



## FACILITATORS



**MARITA ISHWARAN** has worked in the education and development sector for almost three decades and became a consultant in 2014. Her thematic experiences include community development, human rights and peace education, strategic planning and visioning, programme management, team and leadership building, and communication skills.



**SOHINI PAUL** has worked in the development sector for two decades, mostly on capacity building, governance and human rights in the South Asian context. She has wide experience in facilitating workshops on leadership, management and advocacy.

### REGISTER BY 8 JANUARY 2019

**International & Affiliated NGOs:** INR 36,000

**National NGOs:** INR 25,000

**Fees include:** 4-day training, materials, lunch & coffee

**Fees do not include:** Travel expenses, accommodation and other costs

**10% OFF**

### DISCOUNTS

**Early birds** (by 1 January 2019) & **groups** (2 or more registrations)

### CANCELLATION POLICY

50% will be charged if you cancel 2 weeks prior the training

### CONTACT

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