



**Course Outline for the Training Course on**  
**LEADERSHIP AND MANAGEMENT**

**Duration: 2 Days**

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## **Title: Leadership and Management**

**Duration:** 2 days

### **Course Description:**

This Course is designed to give an introduction and detailed understanding towards leadership and management. It is outlined with industry's best standards and practices around the globe. Course is comprised of both theory and exercises to learn, understand and practice these standards for the productive output from the managers and the team. The participants will learn about the basics of leadership, their skills, behaviors and approaches to transform a manager to a true leader. The attendees will not only learn the methods of improving their management skills but also learn on how the team can become motivated, constructive, productive and self-satisfied. The Course is designed to involve the participants with active discussions and real world exercises to learn the advancements in the leadership and for bringing the best out of them.

### **Course Objective and key benefits:**

- ✓ Core Qualities of Leaders
- ✓ Behaviour of Leader
- ✓ How to Handle critical Situations
- ✓ Managing Teams
- ✓ How to Build a better team
- ✓ How to Improve Motivation and Dedication
- ✓ Transformation of Manager to a Leader

### **Pre Requisite**

- ✓ Involved in any kind of business activities
- ✓ Engineers or Managerial Position

### **Who Should Attend?**

Engineers / HR/ Middle Management/ Top Management/ Production Team/ Execution Team/ Panning Team

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## Course Outline:

### I. Manager Versus Leader

- a. Who is a Manager
- b. What is a Leadership
- c. Follower
- d. Factors of Leadership
- e. Managerial Grid
- f. Leadership and Power

### II. Leadership Skills and Traits

- a. Leadership Quotes
- b. Group Discussion
- c. Exercises

### III. Managing Teams

- a. Teams
  - i. Self-managed
  - ii. Problem-solving
  - iii. Functional
  - iv. Cross Functional
  - v. Virtual
  - vi. Popularity of the team
- b. Team Player
  - i. Who is a team player
  - ii. Roles
  - iii. Challenges to form team players
- c. Why Team is unsuccessful
  - i. Symptoms

- ii. Challenge to the Leadership
- d. Why individual in the team is unsuccessful
- e. How to Build a Productive team
  - i. Team Leader Role
  - ii. Stages of Team Development
  - iii. Self-managing team
  - iv. Improving Team Performance
- f. Group Exercise
- g. Real-World Examples

#### **IV. Leadership Behaviours**

- a. Transactional Behaviour
- b. Transformation Behaviour
- c. Range of Leader Behaviour
- d. Core Conducts of Leaders
- e. Group Exercise
- f. Real-World Examples

#### **V. Leadership Styles**

- a. Autocratic
- b. Democratic
- c. Delegative
- d. Pros and Cons
- e. The Perfect Leader
- f. Group Exercise
- g. Real-World Examples

#### **VI. Charismatics Leadership**

- a. Qualities
- b. Advantages

- c. Disadvantages
- d. Examples Around us
- e. Real-World Examples

## **VII. Theories of Leadership**

- a. Trait
- b. Behavioural
- c. Path-goal theory
- d. Contingency
- e. Situational
  - i. LPC Scale Theory
  - ii. Substitutes for Leadership Theory
  - iii. LMX Theory
  - iv. Summarized Situational Leadership Model
- f. Group Exercise
- g. Real-World Examples

## **VIII. Motivation**

- a. Main Approaches to Motivation
  - i. Need-based
  - ii. Process-based
  - iii. Learning/reinforcement-based
- b. Effect on the Performance by each approach
- c. Motivation as an action
- d. Direct effect on Performance due to lack of motivation
- e. Motivation and Dedication
  - i. Intention Formation
  - ii. Crossing the Rubicon
  - iii. Intention Protection
- f. Group Exercise

- g. Real-World Examples

**IX. Improving Leadership Skills**

- a. Think
- b. Style
- c. Behaviour
- d. Power Base
- e. Judgment
- f. Traits and Skills
- g. Series of Exercises for improvement