



## DETAILED OVERVIEW

### Online Training Program on “Leadership, Team Building & Communication Skills”

### UNDER CDM

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#### **Intensive Webinar /Online Sessions**

scheduled during

6 July, 8 July, 10 July

13 July, 15 July, 2020

## OVERVIEW

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Successful leadership development programme begins with the alignment of leadership development with the organization's strategy and an understanding of the type of leadership styles needed to execute that strategy.

There are two ways to assess leader's fitment in an organization –

1. Get to know them better:  
Psychological and behavioral assessments have been statistically linked to the current and future success in leadership roles
2. Understand the culture better:  
Ask your board, employees, vendors and consultants for insight into what makes an effective leader in the company.

Public service is about public trust. If there is anything unique about public service, it derives from this proposition. For a public administrator, upholding the public trust means faithfully executing one's duties, as determined through the political process, in support of the public interest or the collective good. This does not imply a different standard of morality but rather a more scrupulous adherence to accepted standards.

It has been widely accepted that we need both virtuous public servants who aspire to the highest norms of conduct and also control mechanisms to ensure accountability and the satisfaction of some minimally accepted standard. There is a need to discuss about values and principles that are particularly important for ethical decision making in public service. The program aims to bring awareness and understanding about Ethics and its importance in decision making.

In the above context, with a view to nurture a visionary, innovative, influential and effective leader with traits like creativity, flexibility, adaptability, reliability, honesty, integrity, trustworthiness, commitment, courage, diligence and professionalism that will ensure a well balanced leader for an organization, Indian Institute of Corporate Affairs (IICA) would like to organize capacity building program on Leadership, Team Building & Communication Skills.

### **Program learning outcomes:**

After the program, the participants will be able to understand:

1. Focus on increasing awareness about self
2. Deploying OPQ32 Inventory to shed light on individual personality types
3. Awareness of how to building consensus, collaboration, and lead people towards a combined vision of the organization
4. Philosophical construct of Ethics
5. Role and Importance of Ethics in Public Service
6. Ethical principles and standards for decision making
7. How to manage ethical conflicts and dilemmas

## TARGET GROUP

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- Under Secretary to Deputy Secretary working with MCA
- All new Officers & Professionals (with Law, CA, CS, ICWAI, Management and Commerce background) working with various offices of MCA
- New Employees of sector regulators under MCA such as CCI, SFIO, NAFRA, IEPF, IBBI etc.
- Recently recruited as Assistant Registrar/Deputy Registrar of Companies (ROC), Official Liquidators (OL)
- Assistant Directors to Directors working with various divisions like Cost Audit Branch, Statistics Division, Principal Accounts Office of MCA.

## PROGRAMM OUTLINE

### WEBINAR 1 - 6<sup>TH</sup> JULY, 2020 (MONDAY)

Detailed Plan - Leadership					
From	To	Time Allotted	Module Name	Objective	Topics and Tools Used
10:00 AM	10:15 AM	0:15:00	Welcome & Context Setting	Uniformly communicate the aims and objectives of the webinar series, and introduce the facilitator	- PPT - Discussion
10:15 AM	10:30 AM	0:15:00	Icebreaker	Enable the participants to discover more about each other, and set a baseline for future cohesiveness and bonding as a group	- Activity: 2 Food Items on My Last Meal, 2 Drinks on My Last Meal, 2 Movies I enjoy the most, 2 Personalities I am inspired by the most
10:00 AM	10:30 AM	0:30:00	Introduction to Leadership	Provide an entry level understanding of leadership, and to gauge the participants' understanding of the concept.	- Topics: - What is Leadership? - Do we really need leaders? - Managers are not leaders  - Tools: PPT+Discussion
10:30 AM	10:45 AM	0:15:00	Free-Flow Discussion on Leadership in Practice	To cement the understanding so far, and provide a base on how to incorporate it in their professional life	- Tools: Discussion
10:45 AM	10:50 AM	0:05:00	Break		
10:50 AM	11:00 AM	0:10:00	Models and Concepts of Leadership	Introducing the scientific and quantified concepts of leadership, as globally practised	- Topics: - Full Range Model of Leadership - Intro to Situational Leadership - Intro to Adaptive Leadership  - Tools: PPT+Discussion
11:00 AM	11:20 AM	0:20:00	Situational Leadership	Introducing the scientific and quantified concepts of Situational leadership, and understanding it's application nuances	- Topics: - Introduction to Situational Leadership - Stages of Situational Leadership - Application of the model in your roles  - Tools: PPT+Discussion

11:20 AM	11:50 AM	0:30:00	Adaptive Leadership	Introducing the scientific and quantified concepts of Adaptive Leadership, and understanding it's application nuances	- Topics - Introduction to Adaptive Leadership - Role of an adaptive leader - Application of the model in your roles  - Tools: PPT+Discussion
11:50 AM	12:10 PM	0:20:00	What is your leadership style?	Leveraging a validated inventory to help the participants discover their preferred leadership style, and implications thereof	- Pework Required: Participants to have completed their scoring before the workshop - Inventory Used: Inventory of Learning to Lead in the workbook
12:10 PM	12:30 PM	0:20:00	- Feedback and Key Takeaways - Post Work	Understand from the participants their feedback on the day, the concepts, and further help- if required. In case there is any pre-work required before the next webinar, the same shall be introduced here	- Discussion

**WEBINAR 2 – 8<sup>TH</sup> JULY, 2020 (WEDNESDAY)**

<b>Detailed Plan - Leadership Presence</b>					
<b>From</b>	<b>To</b>	<b>Time Allotted</b>	<b>Module Name</b>	<b>Objective</b>	<b>Topics and Tools Used</b>
10:00 AM	10:15 AM	0:15:00	Recap and Recall of Previous Webinars	To gauge from the participants their recollection and understanding of the previous webinar, and any help if required	- Discussion
10:15 AM	10:45 AM	0:30:00	Case Study Discussion	Discuss the case study shared with the participants, and their understanding of the same	- Case Study: Shelley Metzenbaum and Improving Federal Government Performance
10:45 AM	11:25 AM	0:40:00	Introduction to Leadership Presence- Learning to Lead- I	Steps to developing leadership presence, and application of the same in a practical scenario	- Tools: PPT+Discussion
11:25 AM	11:30 AM	0:05:00	Break		
11:30 AM	12:10 PM	0:40:00	Introduction to Leadership Presence- Learning to Lead- II	Steps to developing leadership presence, and application of the same in a practical scenario	- Tools: PPT+Discussion
12:10 PM	12:25 PM	0:15:00	- Feedback and Key Takeaways - Post Work	Understand from the participants their feedback on the day, the concepts, and further help- if required. In case there is any pre-work required before the next webinar, the same shall be introduced here	- Discussion

**WEBINAR 3 – 10<sup>TH</sup> JULY, 2020 (FRIDAY)**

<b>Detailed Plan - Impactful Communication</b>					
<b>From</b>	<b>To</b>	<b>Time Allotted</b>	<b>Module</b>	<b>Objective</b>	<b>Topics and Tools Used</b>
10:00 AM	10:15 AM	0:15:00	Recap and Recall of Previous Webinars	To gauge from the participants their recollection and understanding of the previous webinars, and any help if required	- Discussion
10:15 AM	10:35 AM	0:20:00	Introduction to Communication	Provide a practitioner's understanding of communication, and to gauge the participants' understanding of the concept.	-Topics: - Why it matters - How has it evolved  - Tools: PPT+Discussion
10:35 AM	10:50 AM	0:15:00	e-Activity- Online Chinese Whispers	An e-activity to gauge the participants' communication in the web-enabled environment	- Tools: To be announced
10:50 AM	11:00 AM	0:10:00	Processing and Feedback	Processing the activity, understanding from the participants the key takeaways	- Tools: Discussion
11:00 AM	11:05 AM	0:05:00	Break		
11:05 AM	11:35 AM	0:30:00	Communication- Creating Impactful Messaging	Creating a platform for understanding impactful messaging, and the nuances of the same	- Tools: Video+ PPT+ Discussion
11:35 AM	12:05 PM	0:30:00	The Science of Persuasion	Delving into the science backed methods of persuasion in a practical environment	- Tools: Video+ PPT+ Discussion
12:05 PM	12:20 PM	0:15:00	- Feedback and Key Takeaways - Post Work	Understand from the participants their feedback on the day, the concepts, and further help- if required. In case there is any pre-work required before the next webinar, the same shall be introduced here	- Discussion

**WEBINAR 4 - 13<sup>TH</sup> JULY, 2020 (MONDAY)**

<b>Detailed Plan - Advanced Communication, &amp; Teams</b>					
<b>From</b>	<b>To</b>	<b>Time Allotted</b>	<b>Module</b>	<b>Objective</b>	<b>Topics and Tools Used</b>
10:00 AM	10:15 AM	0:15:00	Recap and Recall of Previous Webinars	To gauge from the participants their recollection and understanding of the previous webinars, and any help if required	- Discussion
10:15 AM	10:55 AM	0:40:00	Impactful Storytelling	For the participant's to get hands-on with creating and delivering impactful communication	- Discussion on an impacting speech (Gettysburg Address/Lincoln's 2nd Inaugural Speech for eg) - Write and record own speech on a topic (pre-work) - Solicit feedback from the team on the speech"
10:55 AM	11:00 AM	0:05:00	Break		
11:00 AM	11:30 AM	0:30:00	Introduction to Teams	Introducing the concept of teams, and generate an awareness into why we require teams to operate	- Topics - What are teams? - Different Types of Teams - Types of teams the participants currently operate  - Tools: PPT+Discussion
11:30 AM	11:50 AM	0:20:00	Team Formation	A journey into appreciating the stages of team formation, and how a leader can drive the same	- Topics - How do teams form?  - Tools: PPT+Discussion
11:50 AM	12:10 PM	0:20:00	- Processing and Feedback - Post Work	Understand from the participants their feedback on the day, the concepts, and further help- if required. In case there is any pre-work required before the next webinar, the same shall be introduced here	- Discussion

**WEBINAR 5 - 15<sup>TH</sup> JULY, 2020 (WEDNESDAY)**

<b>Detailed Plan - Team and Interpersonal Alignment, Graduation</b>					
<b>From</b>	<b>To</b>	<b>Time Allotted</b>	<b>Module</b>	<b>Objective</b>	<b>Topics and Tools Used</b>
10:00 AM	10:15 AM	0:15:00	Recap and Recall of Previous Webinars	To gauge from the participants their recollection and understanding of the previous webinars, and any help if required	- Discussion
10:15 AM	10:35 AM	0:20:00	Home Assignment Discussion (Keynote Activity)	To prepare and discuss a short critique of teams, and whether they are impactful or otherwise	- Discussion
10:35 AM	11:05 AM	0:30:00	What do effective teams look like?	Highlight the performance enabling effects of teams, and how leaders can develop these in their teams	- Discuss case of teams succeeding
11:05 AM	11:10 AM	0:05:00	Break		
11:10 AM	11:30 AM	0:20:00	How do Teams Fail?	Highlight the pitfalls, and how to avoid them, in order to develop a high performing team	- Discuss case of teams failing
11:30 AM	11:50 AM	0:20:00	Interpersonal Alignment	Provide a framework for fostering alignment among participants, and their respective teams	- Tools: PPT+Discussion
11:50 AM	12:20 PM	0:30:00	Derailers (Marc's Book) and processing	To discuss the common derailers, and how these might be expressed in the participants, along with mitigating techniques	- Tools: - Inventory from Marc Efron's book
12:20 PM	12:50 PM	0:30:00	- Processing and Feedback - Graduation	Understand from the participants their feedback on the day, the concepts, and further help- if required. In case there is any pre-work required before the next webinar, the same shall be introduced here	- Discussion

**For Programme Details & Queries, Please Feel Free To Contact Undersigned:**

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