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## Petro Leadership Programme

Delivery Method	:	Classroom (English)
Fee	:	Available on Request
Location	:	PetroTalent, Pune, INDIA
Seats	:	15
Duration	:	2 days

### Course Information

#### Overview

This 2 day course presents practical principles to assist supervisors and managers in their efforts to motivate and mobilize team members toward the fulfillment of team and corporate objectives, with a heavy emphasis on interpersonal issues. Course discussions will primarily focus on topics which participants identify as challenges in their current job assignments - participants are encouraged to prepare for the class by identifying a number of current job challenges they are facing. The session, designed to help participants understand, accept, motivate, and confront their "direct reports", is designed for those currently in, or aspiring to, supervisory positions workshop which helps the leaders to overcome the challenges they are facing in today's fast moving world. The workshop focuses on, getting work done from people. Achieving lower attrition rate for organization. Influencing team members and subordinates to work or behave in sync with the company's vision and mission.

## Training Outline

### Leadership for Boosting Performance

#### Topics to be covered: - Day one

Brno.	Topics	Method
1	<b>Introduction To Effective Leadership-</b> <ul style="list-style-type: none"> <li>a) Changed perception</li> <li>b) Leader as people developer</li> <li>c) Clarifying performance expectations</li> <li>d) Understanding own Leadership style</li> <li>e) Matching your style with different situations</li> <li>f) Assessing situations based on 4 'C' competence, commitment, context, communication biases</li> </ul>	<b>Instrument Exercises</b> <b>Role play</b>
2	<b>Standing Your Ground -</b> <ul style="list-style-type: none"> <li>a) Know Your Behavior</li> <li>b) Developing Self Awareness</li> <li>c) Locus of Control</li> <li>d) IMP areas of self awareness</li> <li>e) Know your values</li> <li>f) Attitude towards Change</li> </ul>	<b>Game</b> <b>Case Study</b>
3	<b>Building Harmonious Relations-</b> <ul style="list-style-type: none"> <li>a) Importance of interpersonal relations</li> <li>b) Understanding personality types</li> <li>c) Learning interpersonal behavior orientation</li> <li>d) Mapping interpersonal relations with superiors, peers, subordinates</li> <li>e) Handling objection, Criticism and Loaded questions Effectively</li> </ul>	<b>Instrument Exercises</b> <b>Role play</b>

### MANAGERIEL EFFECTIVENESS MODULE

#### Day Two-

4	<b>Boosting Performance</b> <ul style="list-style-type: none"> <li>a) Clarifying performance expectations</li> <li>b) Thinking – Holistically, Descriptively</li> <li>c) Discussing- Objectives,</li> <li>d) Monitoring performance – helping the staff</li> <li>e) Motivating Others</li> <li>f) Problem solving / Decision making,</li> </ul>	<b>Exercises</b> <b>Role play</b> <b>Game</b> <b>Instrument</b>
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<p><b>5</b></p>	<p><b>Enhancing Effectiveness</b></p> <ul style="list-style-type: none"> <li>a) Empathetic Listening</li> <li>b) Attitude- thinking win/win</li> <li>c) Improving performance of others</li> <li>d) Guidelines for giving feedback &amp; receiving feedback using MBTI</li> <li>e) Dealing with difficult staff &amp; Appreciating Self Motivated Staff</li> </ul>	<p><b>Case study Role play Exercises</b></p>
<p><b>6</b></p>	<p><b>Priority setting</b></p> <ul style="list-style-type: none"> <li>a) ABC method</li> <li>b) Criteria for setting priorities</li> <li>c) Circle of influence</li> <li>d) Balancing team and self priorities</li> <li>e) Planning for improved time utilization</li> </ul>	<p><b>Case Study Exercises</b></p>
<p><b>7</b></p>	<p><b>Seeking creative co-operation (forming Dream Team)</b></p> <ul style="list-style-type: none"> <li>a) Managing Team for success</li> <li>b) Building successful Team</li> <li>c) Evaluating team performance</li> <li>d) Avoiding Pitfalls of Team</li> <li>e) Getting Balance right</li> </ul>	<p><b>Case Study Game</b></p>

A complete set of course material is included.

#### Training Venue

The course will be held at a PetroTalent less than a 5 minute drive, or within walking distance, to the hotel(s) listed below.

#### Accommodation:

PetroTalent is equipped with excellent guest house facility for your employees at very reasonable rate. For more details contact [sharad.petrotalent@gmail.com](mailto:sharad.petrotalent@gmail.com).

Batch Dates : Available on Request