



Institute of Logistics

Two Day Training Program on “Leadership”

22nd & 23rd March 2012; Venue Radisson GRT Hotel, Chennai

This **two-day** programme is designed to help participants understand, that how they perceive and respond to events around them as a potential leader/manager. This awareness is the first step to fostering positive attitudes and leadership in a team they manage.

Course Content

1. Leadership Overview

- Understand concepts of Leadership Skills
- Qualities of a Good leader.
- Personal Leadership Traits
- Approach towards effective team work
- Understand ways to motivate team members using creativity and initiative and taking responsibility for their Performance, attitude and potential

2. Developing and Coaching the subordinates in the work place

- Trust and confidence in top leadership is the single most reliable predictor of employee satisfaction in an organization.
- Effective communication by leadership in three critical areas is the key to win organizational trust and confidence:
 1. Helping employees understand the company's overall business strategy.
 2. Helping employees understand how they contribute to achieving key business objectives.

Sharing information with employees on both how the company is doing and how an employee's own division is doing - relative to strategic business objectives

3. Dimensions of leadership

- Be technically proficient
- Seek responsibility and take responsibility for your actions
- Make sound and timely decisions
- Set the example
- Know your people and look out for their well-being
- Keep your workers informed
- Develop a sense of responsibility in your workers
- Ensure that tasks are understood, supervised, and accomplished
- Train as a team
- Use the full capabilities of your organization

4. Assess Leadership style through certain follow up actions

- The goals and performance standards they establish.
- The values they establish for the organization.
- The business and people concepts they establish

These activities influence both individual and team motivation and satisfaction, such as:

- How well does the leader clarify the priorities and goals of the organization? What is expected of us?
- What is the system of recognition, rewards, and punishments in the organization?
- How competent are the leaders?
- Are leaders free to make decision?
- What will happen if I make a mistake?

5. High performance teams

Orient both individuals and the team

- Define the team purpose to ensure clarity of task and alignment by all.
- Develop mission-critical team processes and skills.
- Build solid team relationships.
- Ensure ongoing evaluation and development by monitoring progress and performance and then making adjustments accordingly.

6. Leadership Styles

Leadership style is the manner and approach of providing direction, implementing plans, and motivating people. Kurt Lewin (1939) led a group of researchers to identify different styles of leadership. This early study has been very influential and established three major leadership styles. The three major styles of leadership are

- Authoritarian or autocratic
- Participative or democratic
- Delegated or Free Reign
- Although good leaders use all three styles, with one of them normally dominant, bad leaders tend to stick with one style.

Target Audience:

Executives, Managers, Supervisors, Project Managers and Team Leaders

Trainer's Profile:

Nelson Victor Jacob, J.

Nelson has about 11 years experience in Teaching and 7 years as an Integrated Trainer. A long experience with different Corporate, Colleges and Schools, social organizations and Various Institutions has given him a great chance to work with the different Indian and International Communities and make his research on “Societal Analysis & Awareness and Career Counselling” a worthwhile choice. This provides great help in administering his training on a one-on-one style addressing the core issues pertaining to the career quest of the individuals he trains. He is gifted with the ability to hold the audience in complete attention for hours together energized, interactive and focused throughout his presentations.

He has a ripe experience in Sales and Marketing in MNCs and Market research and analysis too. He runs Management Development Programs – MDP for the Corporate at different Management Levels. He also runs Faculty Development Programs to scores of Colleges and Business Schools across different states in India.

A Post Graduate in Business Administration (International Business) MBA, and a Graduate in English and Education. He also holds an International Diploma in Training and Teaching from City & Guilds, London

Arun M Viswanath

In his career span of 20 years, he has trained many on communication skills, team building, productivity enhancement, time management, resource management and priority management & on the feet thinking.

As his passion is to train, he also takes training to colleges. The area which is comfortable to train are communication management, creative thinking, formulating abstract notion to idea conceptualization, leadership skills, power of vision-in totality & in isolation, crisis management and conflict management.

The corporate he has associated are Hotel Taj Coromandel, Eureka Forbes, Bpl Sanyo, Tata Press, Roots, Pre African Shippers, Mahindra Network services, ING Life Insurance and Religare, Forex Wings, Perfect prints & Impressions.

His exposure to various responsibilities, as team lead, branch head, state head and regional head, has enabled him to produce leaders in the corporate sector. His exposure to the functions of various industries viz., hospitality, trading, garments exports, information technology, insurance and capital markets has formed him into a wholesome process. Due to his wide spread career he has acquired hands on experience on sales management, dealer management, relationship management, business management, inventory control & stock management, purchase management, merchandising.

Venue:

The Radisson Blu Hotel; 531 G.S.T Road, ST.Thomas Mount, Chennai 600016;
Telephone: 91 44 22310101

Registration

Participation Fee: Rs. 8,000/- (Per Participant inclusive of Service Tax).

Delegate fee is non-refundable, however changes in nomination is possible.

PRIOR REGISTRATION & PAYMENT IS A MUST.

10% discount applicable for 3 or more nominations

Payment can be made by cheque / DD in favor of “**Confederation of Indian Industry**”, payable at Chennai and can be sent to:

**RAMESHKUMAR
CONFEDERATION OF INDIAN INDUSTRY
INSTITUTE OF LOGISTICS
OLD No21, NEW No 33, VELACHERY MAIN ROAD,
NAGENDRANAGAR,
CHENNAI – 600042
PH: Board +91 44 42928902, FAX: + 91 44 22551341;
www.ciilogistics.com
Email: rameshkumar.t@cii.in**

Participation fee of this Non Residential program includes Tea/snack & Lunch for both days and hard copy of the course material.