**DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**

Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi

TRAINING ON THE TOPIC OF INTER PERSONAL SKILLS **‘CREATING LEADERS’**

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| Name of the Package of Courses | Essential Life Skills |
| Duration of the Course  | Two days |
| Number of Sessions | 8 (Eight) |
| Training Branch  | IV |
| Name of Course Coordinator  | **Assistant Director**  |
| **Enabling****Objectives** | Contents & Sequence |
| **Day 1**  |
| **Session – I**  | **What is Leadership?** |
| **An overview** | * + Creating an understanding of Leadership
	+ Is Leader born or made?
	+ History of Leadership
 |
| **Session - II** | Challenges of Leadership |
| **Leadership perception** | * + What does leadership entail/ mindset
	+ Essentials of Leadership
	+ Manager Vs Leader
	+ Types of Leadership
 |
| **Session - III** | What makes an effective Leader |
| **Leadership effects** | **Approaches to Leadership*** + Self actualisation
	+ Quality and Traits
	+ Technical Skills
	+ Actions
 |
| **Session – IV** | **Leadership in an organizational setting** |
| **Leadership use**  | Practical task to help in visualizing need for leadership in an organizational setting. |
| **Day 2**  |
| **Session – V** | **Practical Task of Leadership** |
| **Leadership – Practical aspects** | * + Getting work accomplished from a team
	+ Mentoring/ stimulating team
	+ Development and enhancement of team Motivation/ delegation.
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| **Session - VI** | Action Planning  |
| **Leadership use** | * + Preparation of a checklist of how to be a good leader through syndicate task.
	+ How do colleagues and subordinates feel in presence of right leaders?
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| **Session – VII** | **Leadership Scope and Need in the Governmental context** |
| **Leadership knowledge** | Leadership Scope and Need in the Governmental context Achievement of key goals thru leadership |
| **Session - VIII** | **Experience Sharing & Developing Model of Leadership** |
| **Leadership – Practical aspects** | Developing a consensus model of Leadership in Government.Leadership in modern context. |