**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. | |
| **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? | |
| **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. | |