Training Title	**2 DAYS EFFECTIVE LEADERSHIP & MANAGEMENT SKILLS**
Training Duration	2 Days
Training Description	This training program is designed to equip current and aspiring leaders with the essential skills, strategies, and tools needed to drive organizational performance and achieve sustained success. The course focuses on developing leadership capabilities, enhancing managerial effectiveness, and fostering a high-performance culture. Participants will explore practical approaches to decision-making, communication, team development, strategic thinking, conflict resolution, and change management. Through a blend of real-world case studies, group activities, and self-assessments, attendees will gain actionable insights to lead with confidence, motivate their teams, and align their efforts with organizational goals. Whether leading a small team or managing cross-functional departments, this training empowers professionals to lead with clarity, influence, and integrity.
Who Should Attend?	Senior Management, Middle Management, Supervisor & Team Leader, Executives (All Level) & Professionals
Course Learning Outcomes	By the end of the session, the participants will be able to: 1. Understand the core principles of effective leadership & management. 2. Develop strategic thinking and problem-solving skills. 3. Enhance communication and interpersonal effectiveness. 4. Learn techniques to motivate & manage high-performing teams. 5. Manage organizational change and drive continuous improvement. 6. Resolve conflicts and foster a collaborative workplace environment.
Training Methodology	Lecture, Presentation, Group Discussion & Activity, Role Play & Demonstration

Day 1: Building Core Leadership Foundations

Module 1 – The Essence of Leadership & Management

• Leadership vs Management: Key Differences

• Leadership Styles & Situational Leadership

• Leadership Self-Assessment & Reflection

• Building Credibility and Trust

Module 2 – Strategic Thinking & Effective Communication

• Setting Vision, Mission, and SMART Goals

• SWOT & PEST Analysis for Better Decision-Making

• Communication Styles & Active Listening

• Building Influence & Persuasive Communication

Module 3 – Emotional Intelligence in Leadership

• Understanding the 5 Components of EQ

• Managing Emotions under Pressure

• Empathy and Relationship Management

• Building a Positive Team Climate

Day 2: Driving Team Performance & Organizational Success

Module 4 – Leading & Managing High-Performing Teams

• Team Development Stages (Forming–Performing)

• Delegation, Empowerment & Accountability

• Motivation Techniques & Recognition Strategies

• Leading Across Generations

Module 5 – Conflict Management & Problem Solving

• Types & Sources of Conflict

• Conflict Resolution Tools & Techniques

• Handling Difficult Conversations & Feedback

• Collaborative Problem Solving

Module 6 – Managing Change & Driving Innovation

• Understanding the Change Curve

• Leading Through Uncertainty

• Overcoming Resistance to Change

• Fostering a Culture of Creativity & Continuous Improvement

Day 1 – Leadership Foundation & Communication Skills

Time	Activity
8:30 AM	Registration
9:00 AM	Welcome, Program Overview & Ice-Breaker
9:30 AM	Module 1 – Leadership & Management Fundamentals
10:30 AM	Morning Tea Break
10:45 AM	Module 2 – Strategic Thinking & Communication
12:30 PM	Lunch & Solat Zuhur
2:00 PM	Group Activity: Leadership Scenarios
3:00 PM	Module 3 – Emotional Intelligence in Leadership
3:45 PM	Tea Break
4:00 PM	Reflection & Day 1 Summary
5:00 PM	End of Day 1

Day 2 – Team Leadership, Conflict & Change Management

Time	Activity
9:00 AM	Recap & Energizer
9:15 AM	Module 4 – Leading High-Performing Teams
10:30 AM	Morning Tea Break
10:45 AM	Module 5 – Conflict Management & Problem Solving
12:30 PM	Lunch & Solat Zuhur
2:00 PM	Module 6 – Change Management & Innovation
3:30 PM	Tea Break
3:45 PM	Leadership Case Study & Group Presentation
4:30 PM	Summary, Action Plan & Q&A
5:00 PM	End of Program