Leadership & Communication Programme
2-Day Detailed Course Outline

INTRODUCTION

Leadership and Communication are essential skills in building an effective and high-performing team. This programme is designed to strengthen teamwork, communication, collaboration, and leadership capabilities through engaging activities, discussions, and practical learning sessions. Participants will gain better understanding on how to work cohesively, build trust, improve interpersonal communication, and enhance team effectiveness in the workplace.

COURSE OBJECTIVES

During this two-day course, participants will gain a deeper understanding of Leadership and Communication skills through interactive learning activities, team engagement sessions, discussions, and practical exercises. Participants will have the opportunity to develop teamwork, communication, collaboration, leadership mindset, problem-solving, and interpersonal skills in a fun and engaging environment.

METHODOLOGY

Interactive Games, Group Activities, Team Challenges, Case Studies, Discussions, Practical Exercises & Team Building Sessions.

WHO SHOULD ATTEND?

This course is designed for employees, supervisors, executives, team leaders, and anyone who wishes to enhance their leadership, communication, teamwork, and collaboration skills through interactive team-building activities and practical learning sessions.

TRAINING NEEDS

Comfortable Attire, Sports Shoes, Writing Materials & Positive Participation.

COURSE CONTENT – DAY 1

Time	Module & Activities
9.00am – 9.30am	Programme Registration & Opening Session
9.30am – 10.30am	Module 1: Introduction to Leadership & Communication
10.30am – 10.45am	Morning Tea Break
10.45am – 12.30pm	Module 2: Icebreaking & Team Formation Activities
12.30pm – 1.30pm	Lunch Break
1.30pm – 3.00pm	Module 3: Communication & Collaboration Team Games
3.00pm – 3.15pm	Afternoon Tea Break
3.15pm – 4.30pm	Module 4: Trust Building & Problem-Solving Activities

4.30pm – 5.00pm	Reflection Session & Day 1 Wrap Up

COURSE CONTENT – DAY 2

Time	Module & Activities
9.00am – 9.15am	Recap of Day 1 & Energizer Activity
9.15am – 10.45am	Module 5: Leadership Styles & Team Dynamics
10.45am – 11.00am	Morning Tea Break
11.00am – 12.30pm	Module 6: Leadership Challenges & Decision-Making Exercises
12.30pm – 1.30pm	Lunch Break
1.30pm – 3.00pm	Module 7: Team Strategy Challenge & Presentation
3.00pm – 3.15pm	Afternoon Tea Break
3.15pm – 4.30pm	Module 8: Motivation, Action Planning & Leadership Mindset
4.30pm – 5.00pm	Programme Closing, Feedback & Certificate Presentation

DAY 1

Module 1: Introduction to Leadership & Communication

Participants will understand the fundamentals of leadership and effective communication. This module covers the roles of a leader, communication styles, and the importance of clear communication in the workplace.

- Topics Covered:
    - Leadership vs Management
    - Roles of a Leader
    - Effective Communication
    - Communication Barriers

Module 2: Team Building & Communication

Participants will learn how teamwork and communication contribute to a productive workplace through interactive activities.

- Topics Covered:
    - Teamwork Fundamentals
    - Active Listening
    - Building Trust
    - Group Communication Activities

Module 3: Collaboration & Problem Solving

This module focuses on working together to solve problems and achieve common goals.

- Topics Covered:
    - Team Collaboration
    - Problem-Solving Skills
    - Decision Making
    - Team Challenges

Module 4: Trust Building Activities

Participants will strengthen teamwork by improving trust, cooperation, and leadership through practical exercises.

- Topics Covered:
    - Building Trust
    - Leadership in Action
    - Team Challenges
    - Reflection Session

DAY 2

Module 5: Leadership Styles & Team Dynamics

Participants will explore different leadership styles and learn how to motivate and guide team members effectively.

- Topics Covered:
    - Leadership Styles
    - Team Roles
    - Motivation
    - Team Dynamics

Module 6: Leadership Challenges & Decision Making

Participants will develop confidence in making decisions and managing workplace challenges.

- Topics Covered:
    - Decision Making
    - Critical Thinking
    - Conflict Resolution
    - Leadership Case Studies

Module 7: Team Strategy Challenge

Participants will apply their leadership and communication skills through team activities and presentations.

- Topics Covered:
    - Team Planning
    - Strategy Development
    - Presentation Skills
    - Team Collaboration

Module 8: Leadership Action Plan

Participants will review their learning and prepare an action plan to apply leadership and communication skills in the workplace.

- Topics Covered:
    - Leadership Mindset
    - Personal Action Plan
    - Continuous Improvement
    - Programme Wrap-Up