

LEADERSHIP WORKSHOP OUTLINE TEMPLATE

LEADERSHIP WORKSHOP OUTLINE

Title: [Your Workshop Title]

Objective:

The primary goal of this leadership workshop is to equip participants with the essential skills and knowledge to become effective leaders in their respective roles. Participants will gain insights into leadership styles, communication strategies, and practical tools to enhance their leadership abilities.

Duration: [Specify the duration, e.g., half-day, full-day, multiple days]

1. Introduction

- 1. Welcome and introductions (30 minutes)
- 2. Introduction
- 3. Understand why to have a positive and engaging atmosphere
- 4. Overview of the workshop agenda
- 5. Setting the leadership mindset (30 minutes)
- 6. The importance of leadership in personal and professional growth
- 7. Ground rules and etiquette for workshop
- 8. Key definition of leadership styles

2. Leadership Styles and Models

- 1. Leadership Style Assessment (30 minutes)
- 2. Self-assessment tools for identifying personal leadership style
- 3. Group discussion on different leadership styles
- 4. Recognizing strengths and areas for improvement
- 5. Adapting your leadership style (30 minutes)
- 6. The Situational Leadership Model
- 7. Strategies for adapting leadership style to different situations
- 8. Role-play and group activities

3. Communication Skills and Emotional Intelligence

- 1. Effective Communication Skills (30 minutes)
- 2. The art of active listening

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