

## **Leadership:**

Our leadership training aims at building the capacity of existing and existing leaders with:

- becoming a leader,
- the skill of leading others, and
- leading effectively

### **I. Training Objective:**

Each topic having its own objectives, the general objective of our leadership training is that at the end of the training participants are enabled to:

- define leadership,
- distinguish between various styles of leadership,
- explain the key functions of leadership,

- build effective leadership qualities,
- Strengthen their interpersonal relationships,
- develop procedures to solve problems,
- Cope up with the challenge of changes, etc.

### **II. Training Methodology:**

As the training is designed for adults, we use a participatory training approach and using practical tools like drama, figurines, role-plays, question and answer, case studies, games and exercises.

### **III. Details of the training:**

The training has three modules with several sessions under each.

#### **1. Becoming a Leader;**

This module takes two full days and covers the following topics:

- a) Key Functions and skills of leadership,
- b) Building the team,
- c) Influence of leadership styles,
- d) Communicating effectively,
- e) Effective listening and talking,
- f) Improving interpersonal relationships,
- g) Feedback- Getting and Receiving,
- h) Gaining Understanding,

## 2. Leading Others;

This module takes two full days and covers the following topics:

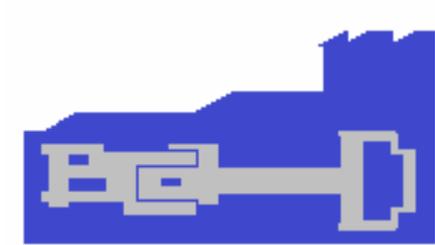
- a) Group Dynamics,
- b) Leading discussions effectively,
- c) Post meeting activities,
- d) Motivation and Satisfaction,
- e) Resolving Conflict,
- f) Problem-solving and Decision Making

## 3. Leading Effectively;

This module takes one day and contains the following topics:

- a) The challenge of change,
- b) Successful Time Management,
- c) Delegating,
- d) Goal setting
- e) Next Steps Planning

In general, the training takes five full days. However, based on the specific needs of the targeted participants, this can be expanded and or other topics could be considered.



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Modular Training in  
Business Leadership

**BCaD-Consulting Management**

*P. O. Box 11194*

*Addis Ababa*

*Tel. +251 11 554 92 86*

*Fax: +251 11 554 92 87*

*E-mail: [bcad@ethionet.et](mailto:bcad@ethionet.et)*

*[www.aworks.com.et](http://www.aworks.com.et)*