

COST PER HEAD

Rs. 20,000 per person. Group discounts (5%) are available for those institutions who send more than 5 participants. (The fee include the design, delivery of the course, the developing and producing training material, lecture room charges, computer usages charges, facilitation charges and lunch)

OTHER DETAILS

It is a non-residential course.

HOW TO APPLY

Use the application form available at the end of the prospectus and fax +94(0)112552474 or email it to keerthi@dlcsrilanka.org
Application form could be downloaded from the DLC website: www.dlcsrilanka.org

Enquiries and Clarifications
Call Keerthi Wijesekara
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Develop
your Leadership
Skills



Offered by Distance Learning Centre

Grooming young Executives into Tomorrow's Leaders



"State owned institute under Ministry of Public Administration"

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SLIDA

RATIONALE

Junior officers in organizations are in need of soft skills to get promoted to next level in organizations. We have identified the following key areas which are important for new Managers. Empathy, Perception building, Decision making, Stress Management & Positive Thinking, Attitude Building, Negotiation Skills, Presentation skills & Public Speaking, Communication for Customer Service, Self-Marketing, Leadership & Team Building. Program will introduce key concepts in all above areas.

OBJECTIVE

To Groom Young Executives in to Leaders

TARGET GROUP

This is targeted at staff officers who aspire to climb the ladder of the organization.

METHOD

Contents would be covered through interactive lectures ,group discussions, individual assignments and group activities.

DURATION

Only 6 days

CLASS SIZE

Maximum 30 participants

DATES

Dates will be announced when adequate number of participants have been registered for the program.

ENTER NOW!

CONTENTS

Conceptual Competency Necessary to Optimum Decisions

- Brain orientation
- Mental traps
- Different decision making approaches
- Taking major decisions in life

Orienting Young Executives to Face the Emerging World

- World trends - economic development, technological and educational trends
- Changing role and the changing job of the public sector amidst the changes
- Traditional careers vs new careers and new challenges in the traditional careers as a result of the new trends and how young executives should get ready to face changes in the emerging world

Leadership and Team Building

- Transactional and transformational leaders
- Managers and leaders
- Leaders role in building teams
- Leaders skill Set
- Leadership types and styles

Vision, Mission, Self-Marketing and Network Building

- Importance of having a vision for personal life and career
- Importance of having multiple goals and balancing life and career
- Marketing self
- Network building and ntainig

Decision Making

- Decision process
- Decision traps
- How to make effective decisions without falling to the traps

Use positive thinking to win over people and win in life

- NLP techniques to win people
- Positive life outlook

Negotiating Skills

- Negotiating in resolution
- Special issues related to the youth
- Managing different relationships

Public Speaking

- Presenting an idea in a meeting
- Winning people in a presentation
- Addressing a small gathering in an office setting

Communication and Customer Relationship Management

- Building customer relationships
- Customer satisfaction
- Communicating with different people at different times
- Sharing informative and positive messages with appropriate technology
- Delivering negative messages & crafting persuasiveness