

## EFFECTIVE LEADERSHIP AND TEAMWORK



**Course Dates:** 26-27 June 2014,

### Coordinator

Prof. Rabindra Kumar Pradhan

### Important Dates:

Last date for receiving application: 22 June 2014

**Intimation to Participants:** 23 June 2013

**Time:** 9.am -5pm

**Venue:** IIT Kharagpur, Kolkata Campus, Near SBI Training Centre, In between Tank No. 12 and 14, HC Block, Sector - III, Salt Lake City, Kolkata – 700106, India

## Course Overview

Leadership provides direction, influence and governance that monitor organizational improvement. It is leadership that decides the success and the failure of the organization. In today's turbulent times, the issue of leadership and teamwork has become very essential for corporate to achieve organizational excellence. In the recent past we have witnessed it in many organizations from Satyam to Lehman Brothers. In fact, leadership is an adjective mostly attached to the growth of industry. This course is planned and designed to help the participants to understand how leadership can transform organization into a successful one and to realize what challenges are there in front of the organizations' leaders' path of progress. Many think that leaders' success depends on teams' performance. This course intends to focus on how to build effective teams in organizations and to encourage individual members to develop various skills, competencies, abilities, to enhance individual capabilities that are essential for effective team performance. It will also help them to develop awareness into their self motivation, optimism and specific plans of actions for enhancing their communication, problem solving and decision-making styles. The course is specially designed for people who are in the managerial positions or leadership positions in organization in some or other forms to achieve excellence for their organizations.

## Course Objectives

- To develop a thorough understanding of the concepts, theories and models of leadership.
- To understand the essence of leadership positions at various levels of organization.
- To manage organizational role stress and improve health and happiness.
- To teach them the role of Leadership in achieving organizational excellence.

## Course Contents

- Understanding leadership
- Leadership: Theory and Practice
- Styles of leadership: Assessment, evaluation and feedback
- Organizational culture, climate and leadership
- Skills and competencies of an effective leader
- Characteristics of effective team
- Building effective teams and enhancing team effectiveness
- Effective communication, decision making and problem solving
- Enhancing optimism, resilience and self-motivation
- Developing effective leadership and enhancing team effectiveness.

**Faculty:** Faculty from I.I.T. Kharagpur and some experts from other reputed institutes and industries will deliver lectures in this programme.

**Pedagogy:** Lecture through audio-visual presentation, simulation, structure exercise, Group discussion, games, case analysis, and with interactive-brain storming sessions

**Accommodation:** Paid accommodations are available on prior request

**Certificate:** Each of the participants will receive a certificate from the Dean, Continuing Education, IIT Kharagpur on completion of the programme.

## Course Fee:

Academic Faculty: Rs. 7,500, Student: Rs. 7000,

Industry Participants: Rs. 15,000/-

Foreign Participants: Rs.30, 000/-

Participants are required to prepare a Demand Draft of the course fees in favour of **CEP-STC, IIT Kharagpur**, payable at Kharagpur from a nationalized bank. Participants can directly deposit to IIT Kharagpur Account.

Account Name: CEP-STC, IIT Kharagpur

Account Number: 95562200002955

Bank Name: SYNDICATE BANK

Bank Branch Name: SRIC, IIT KHARAGPUR

(Branch Code: 9556)

IFSC Code: SYNB0009556 (used for RTGS and

NEFT Transactions), Swift Code: SYN BIN BB 120

**Course fees include tool kit and other course materials**

**No of Participants:** 30

**Qualification:** Graduation /Post Graduation

**How to Apply:** Interested participants should download and submit the completed application form in a prescribed format given below, which is available online or a hard copy to the coordinator at coordinator's mailing address.

## Mailing Address

Dr. Rabindra Kumar Pradhan,

Programme Coordinator,

“Effective Leadership & Teamwork”

Dept of Humanities and Social Sciences,

Indian Institute of Technology Kharagpur-

721302, West Bengal, India

**Telephone:** 03222-282346 (O),

03222-282347 (R),

**Mob:** 9434703900

**Fax:** 03222-255303/282280

**Email:** rkpradhan@hss.iitkgp.ernet.in

rabi2020@gmail.com

## Location

Kolkata is the most important Metro City of Eastern India. The nearest airport is NSCB International Airport, Kolkata. This is approximately 10kms away from IIT Kharagpur Campus and takes around 30 to 40 minutes on road. Kolkata is well connected with various trains to almost all parts of India. Kolkata is known as the city of joy with rich cultural heritage, oldest monuments and gateway to Asia –Pacific Regions.

Application Form

**Management Development Programme**

On “Effective Leadership and Teamwork”

(26-27, June 2014)

**Indian Institute of Technology Kharagpur**

**(Kolkata Campus)**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Name of the Institution / Organization: \_\_\_\_\_

Address for Communication: \_\_\_\_\_

Qualification: \_\_\_\_\_ Phone

No: \_\_\_\_\_ (O) \_\_\_\_\_ (R)

Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

Details about the Demand Draft: \_\_\_\_\_

Draft number & Date, Amount (In Rupees): \_\_\_\_\_

**Date:** **Signature of the Applicant**

### Approval for Candidates/Sponsorship

We approve the above applicant as a candidate/sponsor the above applicant for the MDP on “Effective Leadership and Teamwork” during 26 - 27, June 2014 at Kolkata.

Date: **Signature and seal of the Approving / Sponsoring Authority**