

MANAGEMENT DEVELOPMENT PROGRAMME AT KOLKATA

ON

Effective Leadership and Teamwork

Date: 27-28 December 2012

Venue: IIT Kharagpur, Kolkata Campus

Sector –III, HC Block, Salt Lake, Kolkata



Organized By

Department of Humanities and Social Sciences

Indian Institute of Technology Kharagpur

Coordinator:

Dr. Rabindra Kumar Pradhan

Assistant Professor of Psychology, OB & HR

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 assess leadership profiles and giving feedback.
- ✚ To impart them various skills and competencies of effective leadership.
- ✚ Developing leaders' emotional intelligence for effective teamwork.
- ✚ To understand the essence of teamwork and how to build effective team.
- ✚ How to enhance team effectiveness: Preparing an action plan.
- ✚ To develop effective communication, decision making and problem solving.
- ✚ To manage organizational role stress and improve health and happiness.
- ✚ To teach them the role of Leadership in achieving organizational excellence.

Course Contents

- ✓ Meaning, nature and scope of 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
- ✓ Stress, health and happiness
- ✓ 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.

Eligibility: Minimum qualification for this course is graduation. Managers, administrators, executives from any industries, organizations, NGOs, Teachers from colleges, universities in managerial positions and private practitioners and trainers are eligible to apply for this programme. Applications will be considered on first-cum-first basis for their final selection.

Course Fee: Academicians: Rs. 5,000, Industry Participants: Rs. 10,000/-
Foreign Participants: Rs.15, 000/-

Participants are required to prepare a DD of the course fees in favour of **CEP-STC, IIT Kharagpur**, payable at Kharagpur from a nationalized bank.

Accommodation: Participants can avail accommodation facilities on advance booking with prior request to the coordinator of the programme. The accommodation rate varies from Rs. 1500/- to Rs. 5500/- depending on single / double occupancy and standard of the hotel.

Certificate: Participants will receive certificate from the CEP office IIT Kharagpur after successful completion of the programme.

No of Participants: 30

How to Apply?: Interested participants can fill-up the application form available on IIT Kharagpur website and apply through either by email or by Indian post to the coordinators.

Important Dates: Last date for receiving application: 19 Dec 2012

Intimation to Participants: 20 Dec 2012

Course Dates: 27-28 Dec 2012

Address for Correspondence

Dr. Rabindra Kumar Pradhan, Coordinator

Assistant Professor

Dept. Humanities and Social Sciences

Indian Institute of Technology Kharagpur

Kharagpur – 721302, WB, Indian

Tel: 03222-282346 (Off.); 03222-282347 (Res.); Mob: 9434703900

Fax: 03222-255303/ 282280

Email: rabi_pradhan@yahoo.co.uk; rkpradhan@hss.iitkgp.ernet.in

Application Form

Management Development Programme on Effective Leadership and Teamwork

(27-28 Dec 2012)

Organised by Dept of HSS, IIT Kharagpur at Kolkata

1. Name:
2. Age:
3. Sex:
4. Education:
5. Designation
6. Work Experience:
7. Name of the Institution/ Organization:
8. Address for Communication:
9. Phone No: Mobile no:
10. Fax No
11. Email:
12. Details about the Demand Draft:
Bank Name: Draft Number:
Date & Amount (In Rupees):

Date:

Signature of Applicant

Approval for Candidate's Sponsorship

We approve the above applicant as a sponsored candidate for the executive development programme on "Effective Leadership and Team Work" being organized by IIT Kharagpur at its Kolkata Campus, Kolkata, during 27-28 Dec 2012.

Date:

Signature and Seal of Approving/sponsoring Authority