



# Arizanti Academy

Evolve a passion for learning

## Leadership Skills Training

### Training Agenda

Day 1	Welcome & Program Overview	15 Minutes	9:00 AM – 9:15 AM
	Elements and Principles of Effective Leadership	25 Minutes	9:15 AM – 9:40 AM
	Personal Traits of Successful Leaders	35 Minutes	9:40 AM – 10:15 AM
	Coffee Break	15 Minutes	10:15 AM – 10:30 AM
	Leadership Styles	45 Minutes	10:30 AM – 11:15 AM
	Leader's Vision	35 Minutes	11:15 AM – 11:50 AM
	Conclusions	10 Minutes	11:50 AM – 12:00 PM
Day 2	Reviewing the Previous Day Topics	15 Minutes	9:00 AM – 9:15 AM
	Motivation and Strength Sources	25 Minutes	9:15 AM – 9:40 AM
	The Hierarchy of Human Needs	35 Minutes	9:40 AM – 10:15 AM
	Coffee Break	15 Minutes	10:15 AM – 10:30 AM
	Motivations Types	45 Minutes	10:30 AM – 11:15 AM
	Self-Motivation	35 Minutes	11:15 AM – 11:50 AM
	Conclusions	10 Minutes	11:50 AM – 12:00 PM
Day 3	Reviewing the Previous Day Topics	15 Minutes	9:00 AM – 9:15 AM
	Effective Leadership Principles	25 Minutes	9:15 AM – 9:40 AM
	The Different Roles of a Leader	35 Minutes	9:40 AM – 10:15 AM
	Coffee Break	15 Minutes	10:15 AM – 10:30 AM
	Making Decisions in Teamwork	45 Minutes	10:30 AM – 11:15 AM
	Leader's Role in Coordinating and Managing People	35 Minutes	11:15 AM – 11:50 AM
	Conclusions	10 Minutes	11:50 AM – 12:00 PM
Day 4	Reviewing the Previous Day Topics	15 Minutes	9:00 AM – 9:15 AM
	Leader's Role in the Change Process	25 Minutes	9:15 AM – 9:40 AM
	Kotter's Model for Leading Change	35 Minutes	9:40 AM – 10:15 AM
	Coffee Break	15 Minutes	10:15 AM – 10:30 AM
	Transformational Leadership	45 Minutes	10:30 AM – 11:15 AM
	The Role of Employees in The Leadership Process	35 Minutes	11:15 AM – 11:50 AM
	Conclusions	10 Minutes	11:50 AM – 12:00 PM