

HCIL Suppliers Club Training

HR Training

Leading, Supervising & Managing Performance

4th July'2024



Agenda

Understanding Leadership

- Traits of an Effective Manager
- Daniel Goleman's Six Leadership Style

Leading Self

- Self-Awareness as a Manager
- Developing Adaptability & Flexibility

Leading Team

- Effective Team Communication
- Managing Performance
- Providing Effective Feedback
- Delegation & Mentoring

Training Methodology

- A six hours power-packed live & interactive workshop.
- All the participants are monitored, guided through practical examples of concepts.
- The program design includes:
 - Instructor Led Structured Inputs
 - Pre- training assessment
 - Online assessment on to know "How good are your managerial skills" , "Know your delegation style" etc
- Case Study, Simulation, Group Exercises & Videos
- Post Training Assessment

Learning Objectives

- Define different leadership styles and their impact on team performance.
- Evaluate personal leadership style and its effectiveness in various situations.
- Develop clear and concise communication strategies
- Learn how to articulate and communicate performance expectations
- Understand the importance of setting SMART goals
- Grasp the fundamentals of performance management.
- Explore the role of delegation, feedback and mentoring in performance improvement

Participant Reference Handbook

HCIL
Suppliers Club Society

**HCIL SUPPLIERS CLUB
TRAINING PROGRAM**

**LEADING, SUPERVISING
& MANAGING
PERFORMANCE**

**Participant Reference
Handbook**

Training Date:
4th July 2024

Trainer:
Kiran Jyoti Shankar
ASAHI INDIA GLASS LTD.

TABLE OF CONTENTS

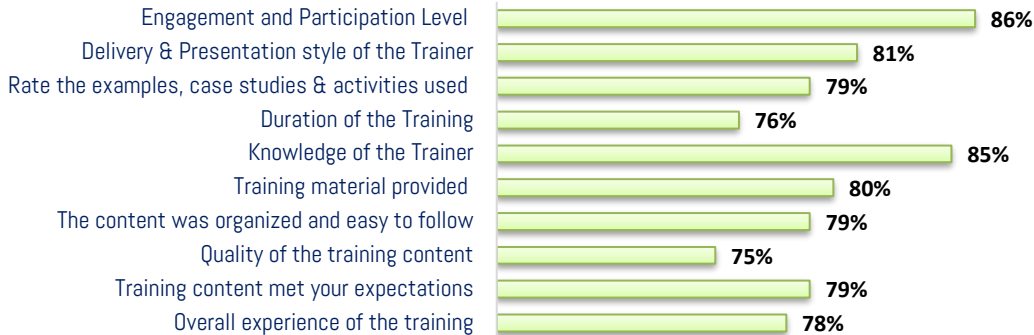
S. No.	Topic	Page No.
1	LEARNING OBJECTIVES	1
2	SELF-REFLECTION EXERCISE	2
3	TRAITS OF AN EFFECTIVE MANAGER	3
4	DISCOVER YOUR LEADERSHIP STYLE: SELF-ASSESSMENT	4
5	DANIEL GOLEMAN'S SIX LEADERSHIP STYLES	7
6	ADAPT YOUR LEADERSHIP STYLE	10
7	LEADING TEAM BY COMMUNICATING EFFECTIVELY	11
8	MANAGING PERFORMANCE	14
9	PERFORMANCE REVIEW: GOAL SETTING & GIVING FEEDBACK	15
10	KNOW YOUR DELEGATION STYLE: SELF-ASSESSMENT	25
11	MANAGING PERFORMANCE THROUGH DELEGATION	26
12	MANAGING PERFORMANCE THROUGH MENTORING	31
13	APPENDIX	33

Training Participation

- Total Suppliers participated – 9
- No. of participants – 20
- Senior Manager and Managers from Production, Purchase, Quality Assurance, Maintenance, Engineering and other departments have participated from different states of South India.

Training Feedback

Question-Wise Feedback Score



Overall Training Feedback 80%
Pre-Test Score 55%
Post-Test Score 88%

Feedback for Content

- The training content is of high quality
- The case studies provided valuable insights
- Topics such as Self-awareness as a manager and leadership strategies imparted substantial knowledge

Feedback for Trainer

- The training is interactive and engaging
- Training & facilitation method was effective

Activity Update

Glimpse of Training Session



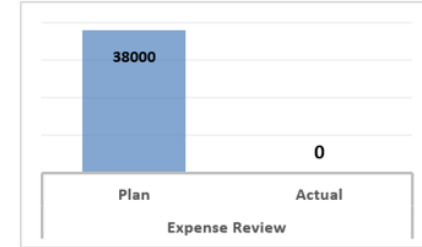
- Role play on SBI model of feedback
- Case study discussion, and group presentation
- Group Picture

Budget & Expense

Income Review



Expense Review



- Saving on account of expenses : NO venue cost
- Brakes India offered training venue and food arrangements for the participants.
- Expressing our gratitude, we didn't bill 3 participants from Brakes India.

Thank You

