

### Session Objectives:

- Understand the shift from individual contributor to people manager.
- Explore leadership styles, core competencies, and overcome fear of delegation.
- Learn tools for time management and task prioritization.
- Reflect on personal leadership identity and key takeaways.

### Transition from Team member to a Team Leader

#### Key Topics:

- Role evolution: shifting from Leading yourself to leading others
- Challenges of first-time/frontline managers
- Balancing authority with approachability
- Managing former peers with respect

#### Activity: "What I Changed When I Became a Leader?"

You have 5 minutes. Be honest and specific.

1. Take 2–3 post-it notes. On each, write one thing you consciously changed after becoming a team leader. *Examples: "I started giving feedback", "I stopped doing everything myself", etc.*
2. Now, in your group of 5, take turns to read out your post-its. Stick them on the chart paper or wall. As a group, cluster similar ones together, and discuss:
  - o Which change felt most difficult?

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- o Did any common patterns emerge?

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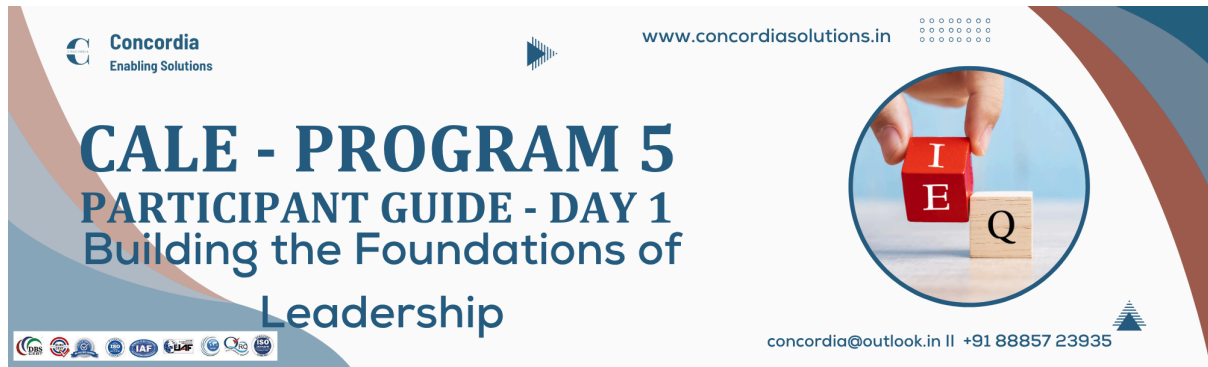
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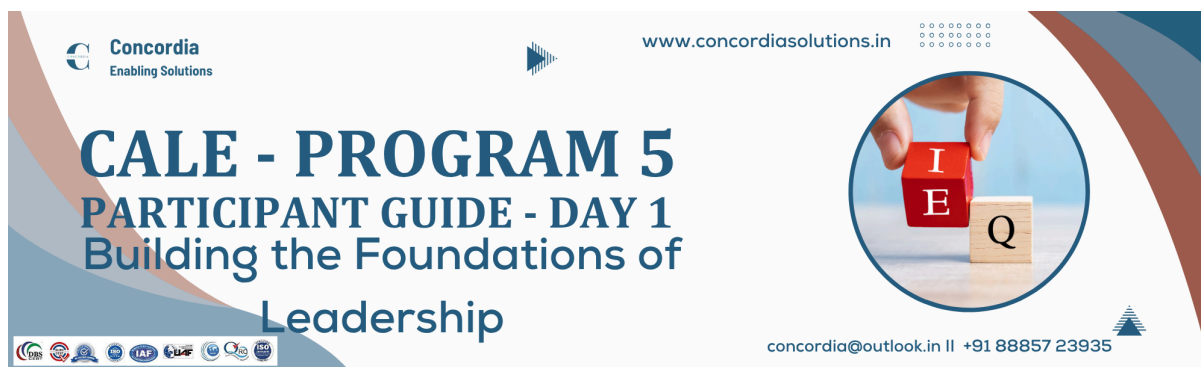
## Core Leadership Competencies

### Key Topics:

#### Understanding different leadership styles:

1. Autocratic
2. Democratic
3. Laissez-faire
4. Transformational
5. Servant Leadership

Aspect	Autocratic	Democratic	Laissez-faire	Transformational	Servant Leadership
<b>Decision-Making</b>	Leader makes decisions unilaterally	Decisions made with group input	Employees make decisions with little/no interference	Leader inspires and guides towards a shared vision	Leader supports and empowers team to make decisions
<b>Control Level</b>	High control and authority	Shared control and collaboration	Minimal control; hands-off approach	High involvement with focus on innovation and change	Low control; prioritizes follower growth and autonomy
<b>Focus</b>	Efficiency, order, and discipline	Group consensus and participation	Freedom and independence	Vision, motivation, and transformation	Service, empathy, and development of others
<b>Communication Style</b>	Top-down, directive	Two-way, open and participative	Rare/limited communication	Inspirational and persuasive	Active listening, supportive and nurturing
<b>Motivation Technique</b>	Rewards/punishment-based	Encouragement and group recognition	Self-motivation expected	Inspiring with purpose and vision	Serving others and fulfilling their needs
<b>Best Used When</b>	Quick decisions needed; crisis situations	Complex problems requiring team input	Team is highly skilled and self-motivated	Change is needed; team needs direction and energy	Building trust, team cohesion, and individual growth
<b>Limitations</b>	Can suppress creativity and morale	May be time-consuming	Can lead to chaos or lack of direction	May overlook short-term needs	May lack assertiveness in high-pressure situations



## Choosing the right style for the right situation

**Activity:** Know Your Leadership Style

Fill out the self-assessment questionnaire to identify your leadership style.

## Leadership Style Self-Assessment

### Instructions:

Read each statement carefully and mark your response in the box beside each using the scale:

**1 = Strongly Disagree**

**2 = Disagree**

**3 = Neutral**

**4 = Agree**

**5 = Strongly Agree**

Be honest—there are no right or wrong answers!

### Questions & Scoring Sheet

Sl. No.	Statement	Your Score (1-5)
1	I prefer to make decisions independently, without needing much input.	
2	I actively seek team input before making important decisions.	
3	I allow team members full freedom to work in their own way.	

# CALE - PROGRAM 5

## PARTICIPANT GUIDE - DAY 1

### Building the Foundations of Leadership



4	I often inspire my team by sharing a compelling vision of the future.	
5	I prioritize the needs and growth of my team members above all else.	
6	I expect tasks to be done exactly as instructed, with little deviation.	
7	I believe the best outcomes happen when everyone has a say in decisions.	
8	I step back and let the team operate without much direction.	
9	I motivate others by being enthusiastic and optimistic about change.	
10	I regularly check in on how I can support each team member individually.	
11	I prefer tight control and direct supervision to ensure things stay on track.	

# CALE - PROGRAM 5

## PARTICIPANT GUIDE - DAY 1

### Building the Foundations of Leadership



12	I encourage open discussions and welcome disagreement in team meetings.	
13	I provide minimal guidance because I trust the team to figure things out.	
14	I lead by setting an example and encouraging innovation.	
15	I invest time in mentoring and developing others.	
16	I am more focused on enforcing rules than fostering collaboration.	
17	I involve the team in setting goals and evaluating performance.	
18	I believe my team functions best when I don't interfere.	
19	I continuously challenge the team to reach higher goals.	
20	I measure my success by how much my team members grow.	

### Tally Your Scores

Group your responses according to leadership styles and total each column.

# CALE - PROGRAM 5

## PARTICIPANT GUIDE - DAY 1

### Building the Foundations of Leadership



S. No.	Questions	Your Score	Total
1	Q1, Q6, Q11, Q16		
2	Q2, Q7, Q12, Q17		
3	Q3, Q8, Q13, Q18		
4	Q4, Q9, Q14, Q19		
5	Q5, Q10, Q15, Q20		

1. Has it changed from your last assessment? Yes/No

2. Reflect on: How does your style show up in your current work?

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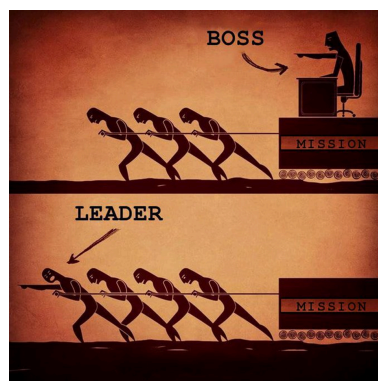
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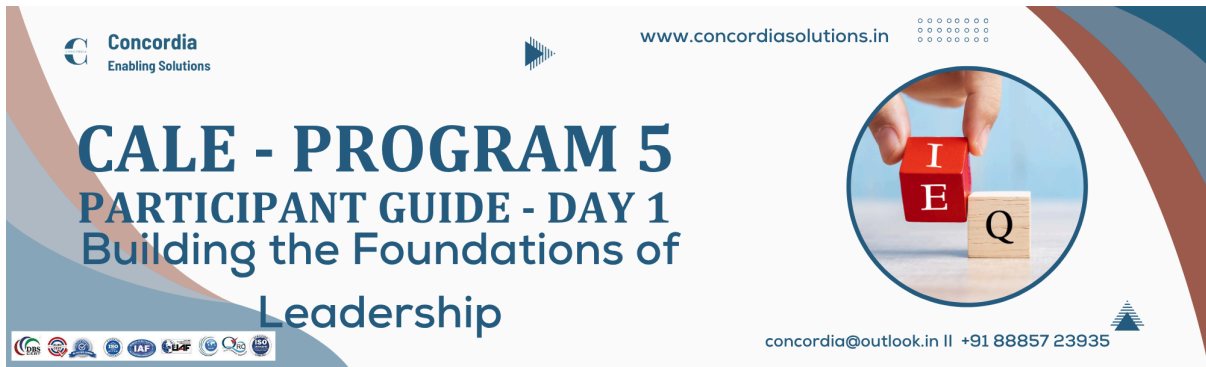


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#### Group discussion:

- "Leaders I admire and why."
- What qualities do they bring to the table?





## Time Management for Managers

### Key Topics:

- Identifying time wasters and distractions
- The Eisenhower Matrix: Urgent vs Important
- Weekly planning, prioritization
- Delegation vs Doing – Common time traps

The Eisenhower Matrix (Urgent vs. Important)

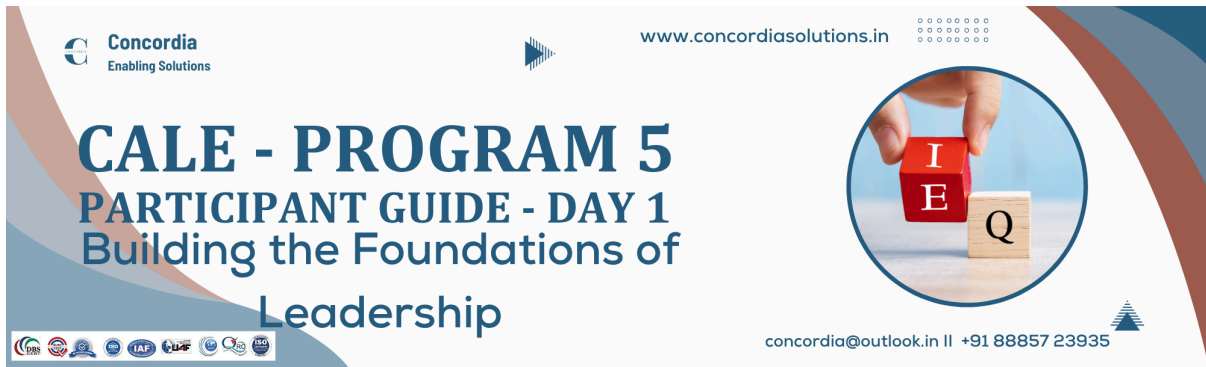


- Weekly planning and task prioritization
- Delegation vs. Doing – Time traps for new managers

### Activity: Eisenhower Prioritization Game

- 10 minutes to complete. Then, each team presents.
- Teams of 5 will receive 12 task cards.
- Classify tasks into:
  - **Do Now** (Urgent & Important)
  - **Plan It** (Not Urgent but Important)
  - **Delegate It** (Urgent but Not Important)
  - **Eliminate It** (Neither Urgent nor Important)





## Overcoming Fear of Delegation

### Key Topics:

- Trust your team's capability to deliver.
- Start with small, manageable tasks.
- Set clear goals and expectations upfront.
- View mistakes as learning, not failure.

### Activity: Card Tower Challenge

**You have 15 minutes for this activity**

### Participant Instructions

1. Form a team of 5.
2. Choose one person as the *Leader*.
  - The Leader will not touch the cards.
  - Their job is to delegate and guide the team.
3. Your goal is to build the tallest free-standing structure using a pack of cards in 7 minutes.
  - Start by using only 10 cards – you can add more later.
  - The Leader must give clear instructions and trust the team to execute.
  - If the structure falls, don't panic – learn and try again.
4. After 7 minutes, you'll share what you learned about:
  - Trusting your team
  - Starting small
  - Setting clear expectations
  - Learning from mistakes



