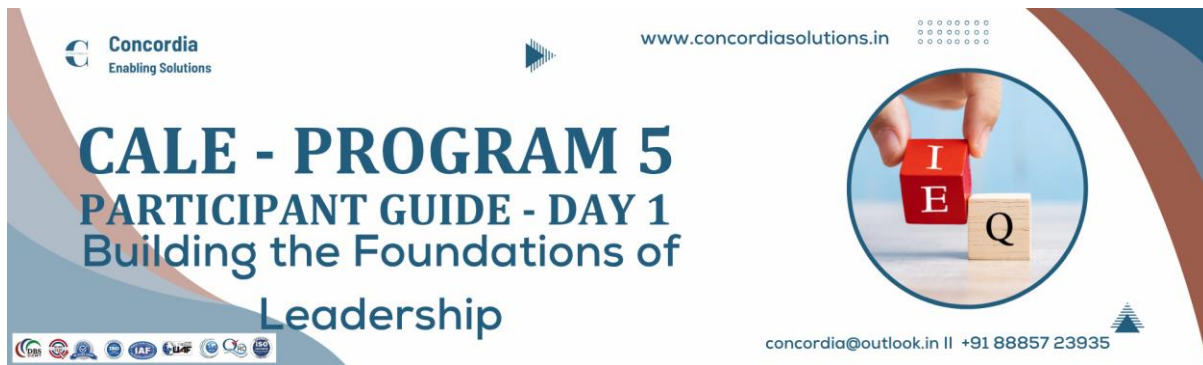




Session ke Objectives:

- Samajhna ki kaise ek individual contributor se logon ka manager banne ka transition hota hai.
- Leadership styles, zaroori competencies aur delegation se dar ko kaise handle karein, yeh explore karenge.
- Time management aur kaam ki priority set karne ke kuch simple tools seekhenge.
- Apni khud ki leadership style ko samajhne ka mauka milega aur key learnings pe reflect karenge.

Transition: Team Member se Team Leader banne ka Safar

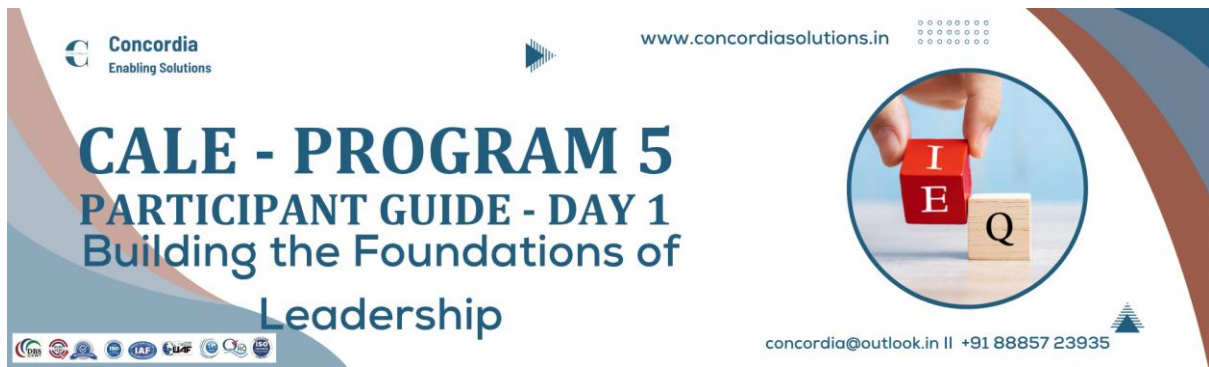
Key Topics:

- Role change: Pehle sirf apne aap ko lead karte the, ab dusron ko bhi lead karna hai.
- Pehli baar manager banne wale logon ke common challenges kya hote hain.
- Authority dikhana aur logon ke saath approachable rehna — dono ka balance kaise banayein.
- Apne pehle ke peers ko respect ke saath manage karna kaise karein.

Activity: "Leader Banne ke Baad Maine Kya Badla?"

Instructions:

- Aapke paas 5 minute hain. Honest aur specific examples dijiye.
1. 2–3 post-it notes le lijiye. Har ek pe likhiye ek cheez jo aapne consciously badli jab aap team leader bane. Example ke liye: "Maine feedback dena start kiya", "Maine sab kuch khud karna band kiya", etc.
 2. Ab apni group of 5 ke saath, ek-ek karke apne post-its padhiye aur wall ya chart paper pe chipka dijiye.
 3. Group ke saath milkar same type ke points ko ek saath cluster karke lagaiye aur discuss kijiye:
 - Kaunsi change sabse difficult lagi?



-
-
-
- Kya koi common pattern ya similar cheezein saamne aayi?
-
-
-
-

Core Leadership Competencies

Key Topics:

Alag-alag leadership styles ko samajhna:

1. **Autocratic** – Sab decisions leader khud leta hai, zyada consultation nahi hoti.
2. **Democratic** – Team ki opinion li jaati hai, phir decision hota hai.
3. **Laissez-faire** – Team ko kaafi independence milti hai, leader zyada interfere nahi karta.
4. **Transformational** – Leader logon ko motivate karta hai, naye ideas aur growth pe focus hota hai.
5. **Servant Leadership** – Leader sabse pehle team ki help karta hai, unki needs pe dhyaan deta hai.

CALE - PROGRAM 5

PARTICIPANT GUIDE - DAY 1

Building the Foundations of Leadership



concordia@outlook.in || +91 88857 23935

Aspect	Autocratic	Democratic	Laissez-faire	Transformational	Servant Leadership
Decision-Making	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
Control Level	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
Focus	Efficiency, order, and discipline	Group consensus and participation	Freedom and independence	Vision, motivation, and transformation	Service, empathy, and development of others
Communication Style	Top-down, directive	Two-way, open and participative	Rare/limited communication	Inspirational and persuasive	Active listening, supportive and nurturing
Motivation Technique	Rewards/punishment-based	Encouragement and group recognition	Self-motivation expected	Inspiring with purpose and vision	Serving others and fulfilling their needs
Best Used When	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
Limitations	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

Har Situation ke liye Sahi Leadership Style Choose Karna

Activity: Apni Leadership Style Ko Samjho

Apna leadership style pehchaan ne ke liye yeh self-assessment questionnaire fill karo.

Leadership Style Self-Assessment

Instructions:

Har statement dhyan se padho aur uske side wale box mein apna response mark karo.

Scale:

1 = Bilkul agree nahi (Strongly Disagree)

2 = Agree nahi (Disagree)

3 = Na agree, na disagree (Neutral)



www.concordiasolutions.in

CALE - PROGRAM 5

PARTICIPANT GUIDE - DAY 1

Building the Foundations of Leadership





concordia@outlook.in | +91 88857 23935

4 = Agree

5 = Bilkul agree (Strongly Agree)

Bilkul honest raho — ismein koi right ya wrong answer nahi hai!

Questions & Scoring Sheet

Sl. No.	Statement	Your Score (1-5)
1	Mujhe decisions akelay lena pasand hai, zyada input lene ki zarurat mehsoos nahi hoti.	
2	Main koi bhi important decision lene se pehle apni team ka input zaroor leta hoon.	
3	Main apni team members ko poori freedom deta hoon ki woh apne tareeke se kaam karein.	
4	Main aksar apni team ko future ka ek strong aur inspiring vision batakar motivate karta hoon.	
5	Main sabse pehle apni team members ki needs aur unki growth ko priority deta hoon.	

CALE - PROGRAM 5

PARTICIPANT GUIDE - DAY 1

Building the Foundations of Leadership



6	Main expect karta hoon ki kaam bilkul waise hi ho jaise instructions diye gaye hain, bina zyada changes ke.	
7	Mujhe lagta hai sabse achhe results tab aate hain jab har kisi ki baat decisions mein suna jaata hai.	
8	Main thoda peeche hatt jaata hoon aur team ko bina zyada direction diye kaam karne deta hoon.	
9	Main doosron ko motivate karta hoon apne enthusiasm aur change ke liye positive soch ke through.	
10	Main regular check karta hoon ki main har team member ko individually kaise support kar sakta hoon.	
11	Mujhe tight control aur direct supervision pasand hai taaki sab kuch track pe rahe.	
12	Main open discussions ko encourage karta hoon aur team meetings mein disagreement ko bhi welcome karta hoon.	
13	Main kam se kam guidance deta hoon kyunki mujhe apni team pe bharosa hai ki woh sab kuch khud samajh lenge.	

CALE - PROGRAM 5

PARTICIPANT GUIDE - DAY 1

Building the Foundations of Leadership



concordia@outlook.in || +91 88857 23935

14	Main example set karke aur naye ideas (innovation) ko encourage karke lead karta hoon.	
15	Main apna time dusron ko mentor karne aur unki growth mein lagata hoon.	
16	Main rules ko enforce karne par zyada focus karta hoon, collaboration promote karne se zyada.	
17	Main team ko goals set karne aur performance evaluate karne mein involve karta hoon.	
18	Mujhe lagta hai meri team tab best kaam karti hai jab main interfere nahi karta.	
19	Main hamesha apni team ko motivate karta hoon ki woh aur bade goals achieve karein.	
20	Main apni success ko isse measure karta hoon ki meri team ke members kitna grow karte hain.	

Tally Your Scores

CALE - PROGRAM 5

PARTICIPANT GUIDE - DAY 1

Building the Foundations of Leadership



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

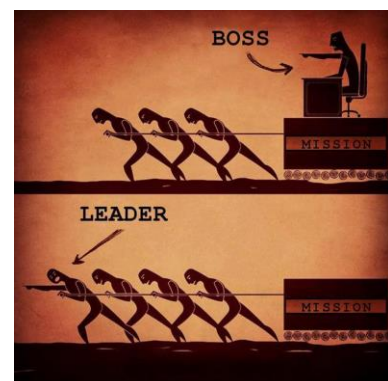
S. No.	Questions	Your Score	Total
1	Q1, Q6, Q11, Q16		
2	Q2, Q7, Q12, Q17		
3	Q3, Q8, Q13, Q18		
4	Q4, Q9, Q14, Q19		
5	Q5, Q10, Q15, Q20		

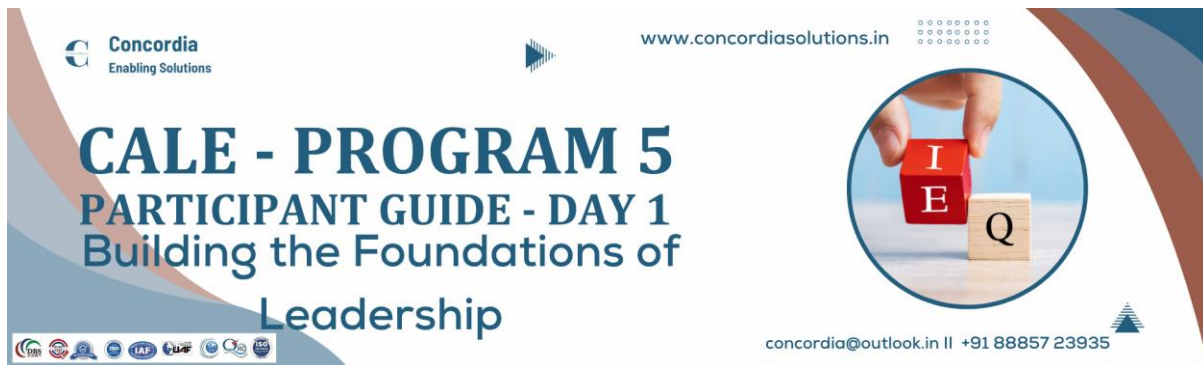
1. Kya yeh aapke last assessment se change hua hai? Yes/No

2. Sochiye: Aapki leadership style aapke current kaam mein kaise dikhai deti hai?

Group discussion:

- **Group Discussion:**
- "Kaunse leaders ko main admire karta hoon aur kyun?"
- Unke paas kaunsi qualities hain jo unhe alag banati hain?





Time Management for Managers

Key Topics:

- Apna time waste karne wale factors aur distractions ko pehchanna
- **Eisenhower Matrix:** Urgent vs Important tasks ko samajhna
- Weekly planning aur kaam ki priority set karna
- Delegation aur khud sab kuch karne ke beech ka balance — common time traps

The Eisenhower Matrix (Urgent vs. Important)

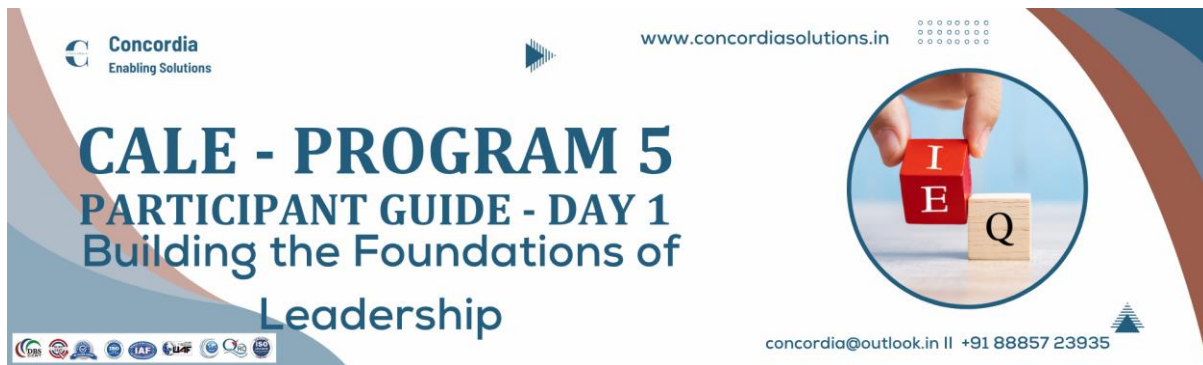


Weekly Planning aur Task Prioritization

Delegation vs. Khud Karna – Naye Managers ke liye Time Traps

Activity: Eisenhower Prioritization Game

- Aapke paas 10 minutes hain activity complete karne ke liye, uske baad har team apna discussion share karegi.
- 5 logon ki ek team banegi, jismein aapko 12 task cards milenge.
- Har task ko in categories mein classify karo:



- **Do Now** (Urgent aur Important)
- **Plan It** (Not Urgent but Important)
- **Delegate It** (Urgent but Not Important)
- **Eliminate It** (Na Urgent, Na Important)

Overcoming Fear of Delegation

Key Topics:

- Apni team ki capability par trust karna seekho.
- Choti aur manageable tasks se delegation start karo.
- Shuru se hi clear goals aur expectations set karo.
- Galtiyan ko failure nahi, learning ke roop mein dekho.

Activity: Card Tower Challenge

Aapke paas total 15 minutes hain is activity ke liye.

Participant Instructions:

1. 5 logon ki ek team banao.
2. Ek leader choose karo.
 - ✓ Leader cards ko touch nahi karega.
 - ✓ Uska kaam sirf team ko guide karna aur tasks delegate karna hai.
3. Aapka goal hai 7 minutes mein sabse unchi free-standing card structure banana.
 - ✓ Shuru mein sirf 10 cards use karo, baad mein aur add kar sakte ho.
 - ✓ Leader ko clear instructions dene hain aur team pe bharosa karna hai.
 - ✓ Agar structure gir jaye toh panic mat karo — seekho aur phir try karo.



www.concordiasolutions.in

CALE - PROGRAM 5

PARTICIPANT GUIDE - DAY 1

Building the Foundations of Leadership



concordia@outlook.in | +91 88857 23935

4. 7 minutes ke baad, sab discuss karenge ki:

- Team pe trust kaise develop hua
- Choti cheezon se shuru karne ka importance
- Clear expectations dene ka impact
- Galtiyan se kaise seekha

End-of-Day Reflection:

- Aapke delegation approach ya time use karne ke tareeke mein kya aisi cheez thi jo aapko surprise kar gayi?

- Ek leadership behavior jo aap next session se pehle experiment karna chahte ho?
