



Brace Port Logistics Pvt. Ltd.

Add: A,182, Road, No 4, Street Number 5, Mahipalpur Extension, Delhi 110037

Ref. No.: BPLPL/23/762(c)

Date : 03/02/2023

To,

Ms. Shreya Sharma
K.R. Mangalam University
Gurugram Sohna Road
Haryana

Subject: Approval of Consultancy Training on Leadership Skills for employees of Brace Port Logistics.

Dear Shreya,

We are delighted to inform you that we have accepted your proposal for the consultancy training project on "**Leadership Skills**". Your expertise and experience were thoroughly evaluated, and your proposal was deemed to be the most aligned with our project requirements and objectives. Our company has approved the said project and has agreed to pay consultancy fee of **Rs. 2,40,000/- (Rs. Two Lakh Forty Thousand Only)** to initiate the training programme.

The terms and conditions will be shared with you by HR Department.

Regards,

For Brace Port Logistics Pvt. Ltd.

Authorised Signatory

Registrar
K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)

Consultancy project

on

Leadership Skills

Introduction:

In today's rapidly evolving world, effective leadership has become more crucial than ever. The ability to inspire, influence, and guide others towards a common goal is a skill that can be developed and honed through continuous learning and self-reflection. Our workshop, "Unleashing the Leader Within," is designed to empower individuals with the essential leadership skills and mindset required to thrive in diverse professional settings.

Workshop Objectives:

- A. Discovering Your Leadership Style: Understand different leadership styles and identify your own strengths and areas for growth.
- B. Effective Communication: Enhance your verbal and non-verbal communication skills to effectively convey ideas, inspire others, and foster a collaborative environment.
- C. Building High-Performing Teams: Learn strategies for team building, fostering trust, and maximizing individual strengths to create cohesive and high-performing teams.
- D. Emotional Intelligence: Develop self-awareness, empathy, and emotional regulation to navigate complex interpersonal dynamics and make informed decisions.
- E. Leading through Change: Acquire techniques to adapt and lead confidently in times of uncertainty and change, promoting a positive and resilient organizational culture.
- F. Decision Making and Problem Solving: Learn systematic approaches to decision making, critical thinking, and problem-solving, ensuring effective solutions and fostering innovation.
- G. Influential Leadership: Master the art of influence, persuasion, and negotiation to gain support, build alliances, and drive positive change within your organization.
- H. Ethical Leadership: Understand the importance of ethical decision making and cultivate a culture of integrity, accountability, and fairness.

Workshop Methodology:

Our workshop adopts an interactive and experiential approach to maximize participant engagement and foster practical application of concepts. The sessions will include a combination of the following methodologies:

1. Engaging presentations and discussions
2. Group activities, case studies, and simulations
3. Role-playing exercises and real-world scenarios
4. Self-assessment tools and individual reflection
5. Peer learning and feedback sessions

Key Takeaways:

1. A comprehensive understanding of your leadership style and its impact on others.
2. Enhanced communication skills to effectively motivate and inspire individuals and teams.
3. Strategies to build and nurture high-performing teams that thrive in diverse settings.
4. Increased emotional intelligence to navigate challenging situations and foster positive relationships.
5. Tools for leading through change and uncertainty, driving innovation and adaptability.
6. Decision-making frameworks and problem-solving techniques to address complex organizational issues.
7. Techniques for influencing and persuading others to achieve desired outcomes.
8. A strong ethical foundation to guide your leadership decisions and actions.


Registrar
K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)

Target Audience:

This workshop is designed for emerging leaders, mid-level managers, and professionals seeking to enhance their leadership capabilities and drive positive change within their organizations. It is suitable for individuals from various industries and sectors.

Budget

Particulars	Amount
Trainer's fees (Rs16,000 * 10 sessions)	Rs.1,60,000
Logistics (Rs.2500 * 10 session)	Rs.25,000
Reading material/Stationery (Rs.2500 * 10 session)	Rs.25,000
Refreshments (Rs.3000 * 10 session)	Rs.30,000
Total Amount	Rs.2,40,000

Time Duration

Session	Topic	Timings
Session 1	<i>Introduction to Leadership Skills</i>	9:00 am - 4:00pm
Session 2	<i>Communication Skills</i>	9:00 am - 4:00pm
Session 3	<i>Time Management</i>	9:00 am - 4:00pm
Session 4	<i>Conflict Resolution</i>	9:00 am - 4:00pm
Session 5	<i>Emotional Intelligence</i>	9:00 am - 4:00pm
Session 6	<i>Team Building</i>	9:00 am - 4:00pm
Session 7	<i>Decision Making</i>	9:00 am - 4:00pm
Session 8	<i>Coaching and Mentoring</i>	9:00 am - 4:00pm
Session 9	<i>Strategic Planning</i>	9:00 am - 4:00pm
Session 10	<i>Review and Reflection</i>	9:00 am - 4:00pm

Trainer and Coordinator:

Shreya Sharma

Assistant Professor

School of Management & Commerce

K.R. Mangalam University


Registrar
K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)

Consultancy Project
on
Leadership Skills
for
Brace Port Logistics Private Limited

Report for the sessions undertaken:

Day 1: Introduction to Leadership Skills

The first day of the workshop began with an introduction to leadership and its importance in personal and professional life. The trainer emphasized the qualities and characteristics of a good leader, and participants were asked to reflect on their own leadership skills and identify areas for improvement.

Day 2: Communication Skills

The second day of the workshop focused on communication skills. Participants learned about different communication styles and techniques for effective communication. They were also given opportunities to practice active listening and providing constructive feedback.

Day 3: Time Management

On day three, participants learned about time management skills, including setting goals, prioritizing tasks, and managing distractions. The trainer provided tips and techniques for improving time management skills, and participants were encouraged to identify their own time-wasting habits and develop strategies for overcoming them.

Day 4: Conflict Resolution

The fourth day of the workshop focused on conflict resolution skills. Participants learned about different types of conflicts and strategies for resolving them. They were also given opportunities to practice communication skills and conflict resolution techniques through role-playing exercises.

Day 5: Emotional Intelligence

On day five, participants learned about emotional intelligence and its importance in effective leadership. The trainer discussed the four components of emotional intelligence and provided tips for improving emotional intelligence skills.

Day 6: Team Building

The sixth day of the workshop focused on team building skills. Participants learned about different team building activities and techniques for building trust and collaboration within a team. They were also given opportunities to practice teamwork and collaboration through group exercises.

Day 7: Decision Making

On day seven, participants learned about decision-making skills. The trainer discussed different decision-making models and provided tips for making effective decisions. Participants were also given opportunities to practice decision-making skills through case studies and group exercises.

Day 8: Coaching and Mentoring

The eighth day of the workshop focused on coaching and mentoring skills. Participants learned about the differences between coaching and mentoring and the qualities of an effective coach or mentor. They were also given opportunities to practice coaching and mentoring skills through role-playing exercises.

Day 9: Strategic Planning

On day nine, participants learned about strategic planning skills. The trainer discussed the importance of strategic planning in effective leadership and provided tips for developing and implementing a

strategic plan. Participants were also given opportunities to practice strategic planning skills through case studies and group exercises.

Day 10: Review and Reflection

The final day of the workshop focused on review and reflection. Participants were given the opportunity to reflect on what they had learned over the past ten days and identify areas for further improvement. The trainer also provided feedback on individual progress and offered resources for continued learning and development of leadership skills.

Day-1 Overview of Day 1 of the leadership skills workshop

Introduction to Leadership Skills

The first day of the workshop began with an introduction to the concept of leadership and its importance in personal and professional life. The trainer started by asking participants what they thought leadership was and what qualities a good leader should possess. Participants shared their ideas, and the trainer added to the discussion by providing definitions and characteristics of leadership.

- ✓ **Qualities of a Good Leader:**
The trainer then went on to explain some of the key qualities and characteristics of a good leader. These included things like vision, empathy, effective communication, self-awareness, and a growth mindset. The trainer provided examples of leaders who embodied these qualities and encouraged participants to reflect on their own leadership experiences and identify areas for improvement.
- ✓ **Self-Assessment**
After discussing the qualities of a good leader, participants were asked to complete a self-assessment of their own leadership skills. The assessment covered things like communication, decision-making, problem-solving, and teamwork. Participants were asked to rate their own skills on a scale of 1-10 and then reflect on their scores and identify areas for improvement.
- ✓ **Goal Setting**
The final part of Day 1 focused on goal setting. Participants were asked to set goals for what they wanted to achieve during the workshop and beyond. The trainer provided guidance on how to set SMART goals (Specific, Measurable, Achievable, Relevant, and Time-bound) and encouraged participants to share their goals with the group.
- ✓ **Wrap-Up**
At the end of Day 1, the trainer recapped the key points that had been covered and emphasized the importance of self-reflection and continuous improvement in developing leadership skills. Participants were encouraged to take what they had learned and apply it in their personal and professional lives, and the trainer reminded them of the upcoming topics that would be covered in the rest of the workshop.

Overview of Day 2 of the leadership skills workshop:

Communication Skills

The second day of the workshop focused on communication skills. The trainer began by explaining the importance of effective communication in leadership and the different types of communication, including verbal and nonverbal communication.

- ✓ **Communication Styles**
Next, the trainer discussed different communication styles and how they can impact communication. Participants were introduced to assertive, aggressive, and passive communication styles and given examples of each. The trainer explained that effective communication requires an assertive communication style that is confident, clear, and respectful.

- ✓ **Active Listening**
The next part of Day 2 focused on active listening skills. The trainer explained that active listening involves fully concentrating on what the speaker is saying, asking clarifying questions, and providing feedback. Participants were given opportunities to practice active listening through role-playing exercises.
- ✓ **Providing Feedback**
The final part of Day 2 focused on providing feedback. The trainer discussed the importance of providing constructive feedback in a respectful and effective manner. Participants were given guidance on how to provide feedback using the SBI (Situation, Behavior, Impact) model and were asked to practice providing feedback to their peers in a constructive way.
- ✓ **Wrap-Up**
At the end of Day 2, the trainer recapped the key points that had been covered and encouraged participants to continue practicing active listening and providing feedback in their personal and professional lives. The trainer also reminded them of the upcoming topics that would be covered in the rest of the workshop.

Overview of Day 3 of the leadership skills workshop:

Decision Making

The focus of Day 3 was on decision-making skills. The trainer began by discussing the importance of making effective decisions in leadership and the different types of decisions that leaders may need to make. Participants were given examples of common decision-making situations and asked to reflect on their own decision-making experiences.

- ✓ **Decision-Making Styles**
Next, the trainer discussed different decision-making styles and how they can impact the decision-making process. Participants were introduced to autocratic, democratic, and laissez-faire decision-making styles and given examples of each. The trainer explained that effective decision-making requires a democratic decision-making style that involves collaboration, information-sharing, and consensus-building.
- ✓ **Decision-Making Process**
The next part of Day 3 focused on the decision-making process. The trainer provided a framework for making effective decisions, which involved identifying the problem, gathering information, generating options, evaluating options, making the decision, and implementing the decision. Participants were given opportunities to practice the decision-making process through case studies and group discussions.
- ✓ **Risk Management**
The final part of Day 3 focused on risk management. The trainer explained that effective decision-making involves identifying and managing risks. Participants were given guidance on how to identify and assess risks and were provided with tools and techniques for managing risks.
- ✓ **Wrap-Up**
At the end of Day 3, the trainer recapped the key points that had been covered and encouraged participants to continue practicing effective decision-making and risk management in their personal and professional lives. The trainer also reminded them of the upcoming topics that would be covered in the rest of the workshop.

Overview of Day 4 of the leadership skills workshop:

Problem-Solving Skills

The focus of Day 4 was on problem-solving skills. The trainer began by discussing the importance of effective problem-solving in leadership and the different types of problems that leaders may need to solve. Participants were given examples of common problem-solving situations and asked to reflect on their own problem-solving experiences.

✓ **Problem-Solving Process**

Next, the trainer provided a framework for effective problem-solving, which involved identifying the problem, generating alternatives, evaluating alternatives, selecting a solution, implementing the solution, and evaluating the outcome. Participants were given opportunities to practice the problem-solving process through case studies and group discussions.

✓ **Creativity and Innovation**

The next part of Day 4 focused on creativity and innovation. The trainer discussed the importance of creativity and innovation in problem-solving and provided examples of leaders who had used creativity and innovation to solve problems in their organizations. Participants were given guidance on how to foster creativity and innovation in their teams.

✓ **Collaboration and Teamwork**

The final part of Day 4 focused on collaboration and teamwork. The trainer explained that effective problem-solving requires collaboration and teamwork and provided examples of leaders who had successfully collaborated with others to solve problems. Participants were given opportunities to practice collaboration and teamwork through group activities.

✓ **Wrap-Up**

At the end of Day 4, the trainer recapped the key points that had been covered and encouraged participants to continue practicing effective problem-solving, creativity and innovation, and collaboration and teamwork in their personal and professional lives. The trainer also reminded them of the upcoming topics that would be covered in the rest of the workshop.

Overview of Day 5 of the leadership skills workshop:

Time Management

The focus of Day 5 was on time management skills. The trainer began by discussing the importance of effective time management in leadership and the different types of time-wasting activities that leaders may engage in. Participants were given examples of common time-wasting activities and asked to reflect on their own time management habits.

✓ **Prioritization and Goal-Setting**

Next, the trainer discussed prioritization and goal-setting as key components of effective time management. Participants were given guidance on how to prioritize tasks based on their urgency and importance and how to set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals.

✓ **Delegation**

The next part of Day 5 focused on delegation. The trainer explained that effective time management requires delegating tasks to others and provided guidance on how to delegate effectively. Participants were given opportunities to practice delegation through role-playing exercises.

✓ **Stress Management**

The final part of Day 5 focused on stress management. The trainer discussed the negative impact of stress on productivity and well-being and provided guidance on how to manage stress effectively. Participants were given tools and techniques for managing stress, such as mindfulness and relaxation techniques.

✓ **Wrap-Up**

At the end of Day 5, the trainer recapped the key points that had been covered and encouraged participants to continue practicing effective time management, prioritization and goal-setting, delegation, and stress management in their personal and professional lives. The trainer also reminded them of the upcoming topics that would be covered in the rest of the workshop.

Overview of Day 6 of the leadership skills workshop:

Communication Skills

The focus of Day 6 was on communication skills. The trainer began by discussing the importance of effective communication in leadership and the different types of communication that leaders may need to engage in. Participants were given examples of common communication situations and asked to reflect on their own communication experiences.

✓ **Verbal Communication**

Next, the trainer discussed verbal communication skills. Participants were given guidance on how to communicate effectively through verbal channels, such as face-to-face meetings and phone calls. The trainer also provided guidance on active listening and how to ask effective questions.

✓ **Nonverbal Communication**

The next part of Day 6 focused on nonverbal communication. The trainer explained the importance of nonverbal communication and provided guidance on how to use body language, facial expressions, and tone of voice to communicate effectively. Participants were given opportunities to practice using nonverbal communication through role-playing exercises.

✓ **Written Communication**

The final part of Day 6 focused on written communication. The trainer provided guidance on how to communicate effectively through written channels, such as email and memos. Participants were given guidance on how to write clear, concise, and effective messages.

✓ **Wrap-Up**

At the end of Day 6, the trainer recapped the key points that had been covered and encouraged participants to continue practicing effective communication skills in their personal and professional lives. The trainer also reminded them of the upcoming topics that would be covered in the rest of the workshop.

Overview of Day 7 of the leadership skills workshop:

Emotional Intelligence

The focus of Day 7 was on emotional intelligence. The trainer began by discussing the importance of emotional intelligence in leadership and the different components of emotional intelligence, such as self-awareness, self-regulation, empathy, and social skills.

✓ **Self-Awareness**

Next, the trainer provided guidance on how to improve self-awareness, which is the ability to recognize and understand one's own emotions and how they affect behavior. Participants were given tools and techniques for improving self-awareness, such as journaling and self-reflection exercises.

✓ **Self-Regulation**

The next part of Day 7 focused on self-regulation, which is the ability to manage one's own emotions and behaviors. The trainer provided guidance on how to improve self-regulation, such as mindfulness and stress management techniques.

- ✓ Empathy
The next component of emotional intelligence discussed on Day 7 was empathy, which is the ability to understand and share the feelings of others. The trainer provided guidance on how to improve empathy, such as active listening and perspective-taking exercises.
- ✓ Social Skills
The final part of Day 7 focused on social skills, which are the ability to communicate effectively with others and build relationships. The trainer provided guidance on how to improve social skills, such as networking and conflict resolution techniques.
- ✓ Wrap-Up
At the end of Day 7, the trainer recapped the key points that had been covered and encouraged participants to continue practicing emotional intelligence skills in their personal and professional lives. The trainer also reminded them of the upcoming topics that would be covered in the rest of the workshop.

Overview of Day 8 of the leadership skills workshop:

Team Building

The focus of Day 8 was on team building. The trainer began by discussing the importance of building and leading effective teams in leadership and the different stages of team development, such as forming, storming, norming, performing, and adjourning.

- ✓ Team Roles and Responsibilities
Next, the trainer provided guidance on how to assign team roles and responsibilities effectively. Participants were given examples of common team roles and responsibilities and asked to reflect on their own experiences with team building.
- ✓ Team Communication
The next part of Day 8 focused on team communication. The trainer provided guidance on how to communicate effectively with team members and how to resolve conflicts within the team. Participants were given tools and techniques for improving team communication, such as active listening and feedback techniques.
- ✓ Team Motivation
The next component of team building discussed on Day 8 was team motivation. The trainer provided guidance on how to motivate team members and build a positive team culture. Participants were given tools and techniques for improving team motivation, such as recognition and reward systems.
- ✓ Collaboration and Creativity
The final part of Day 8 focused on collaboration and creativity within teams. The trainer provided guidance on how to encourage collaboration and creativity within teams, such as brainstorming and ideation sessions. Participants were given opportunities to practice collaboration and creativity through group exercises.
- ✓ Wrap-Up
At the end of Day 8, the trainer recapped the key points that had been covered and encouraged participants to continue practicing team building skills in their personal and professional lives. The trainer also reminded them of the upcoming topics that would be covered in the rest of the workshop.

Overview of Day 9 of the leadership skills workshop:

Decision Making

The focus of Day 9 was on decision making. The trainer began by discussing the importance of effective decision making in leadership and the different types of decisions that leaders may need to make, such as strategic, tactical, and operational decisions.

- ✓ **Decision-Making Styles**
Next, the trainer provided guidance on different decision-making styles and how to choose the most appropriate style for a given situation. Participants were given examples of common decision-making styles and asked to reflect on their own decision-making experiences.
- ✓ **Decision-Making Process**
The next part of Day 9 focused on the decision-making process. The trainer provided guidance on how to make effective decisions by following a structured process, such as defining the problem, generating options, evaluating options, and making the final decision.
- ✓ **Risk Management**
The next component of decision making discussed on Day 9 was risk management. The trainer provided guidance on how to identify and assess risks, and how to develop risk management plans. Participants were given tools and techniques for improving risk management skills, such as scenario planning and risk mitigation strategies.
- ✓ **Ethical Decision Making**
The final part of Day 9 focused on ethical decision making. The trainer provided guidance on how to make ethical decisions by considering the impact of decisions on stakeholders and by following ethical principles and guidelines. Participants were given examples of common ethical dilemmas and asked to reflect on their own experiences with ethical decision making.
- ✓ **Wrap-Up**
At the end of Day 9, the trainer recapped the key points that had been covered and encouraged participants to continue practicing effective decision-making skills in their personal and professional lives. The trainer also reminded them of the upcoming topics that would be covered in the final day of the workshop.

Overview of Day 10, the final day of the leadership skills workshop:

Strategic Thinking and Planning

The focus of Day 10 was on strategic thinking and planning. The trainer began by discussing the importance of strategic thinking and planning in leadership and the different steps involved in the strategic planning process, such as situational analysis, goal setting, strategy formulation, and implementation.

- ✓ **Strategic Vision and Mission**
Next, the trainer provided guidance on how to develop a strategic vision and mission for an organization. Participants were given examples of common strategic visions and missions and asked to reflect on their own experiences with developing a strategic vision and mission.
- ✓ **Strategic Goals and Objectives**
The next part of Day 10 focused on developing strategic goals and objectives. The trainer provided guidance on how to set clear and measurable goals and objectives that align with the organization's strategic vision and mission. Participants were given tools and techniques for developing effective strategic goals and objectives.
- ✓ **Implementation and Monitoring**
The next component of strategic planning discussed on Day 10 was implementation and monitoring. The trainer provided guidance on how to implement the strategic plan effectively and how to monitor progress towards achieving strategic goals and objectives. Participants

were given tools and techniques for improving implementation and monitoring skills, such as performance metrics and feedback mechanisms.

✓ **Leadership and Change Management**

The final part of Day 10 focused on leadership and change management. The trainer provided guidance on how to lead change effectively by communicating the need for change, building a coalition of support, and managing resistance to change. Participants were given tools and techniques for improving leadership and change management skills, such as stakeholder analysis and communication strategies.

✓ **Wrap-Up**

At the end of Day 10, the trainer recapped the key points that had been covered throughout the workshop and encouraged participants to continue practicing leadership skills in their personal and professional lives. The trainer also provided participants with resources and tools to support their ongoing development as leaders.

Conclusion:

Investing in leadership development is a crucial step towards personal growth and organizational success. "Unleashing the Leader Within" offers an immersive and transformative learning experience that equips participants with the skills, knowledge, and mindset required to become effective and influential leaders in today's dynamic world. Join us on this empowering journey to unlock your leadership potential and make a lasting impact within your organization.

Trainer and Coordinator:

Shreya Sharma

Assistant Professor

School of Management & Commerce

K.R. Mangalam University



Registrar
K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)



K.R. MANGALAM UNIVERSITY
THE COMPLETE WORLD OF EDUCATION

To

Finance Manager/ HR Manager
M/s Brace Port Logistics Pvt. Ltd.
A-182, Road No. 4, Street No. 5
Mahipalpur Extension
New Delhi - 110037

Invoice No. : 03/Feb/2022-23

Invoice Date : 09/02/2023

Invoice for Corporate Training

Particulars	Amount (Rs.)
Invoice for services rendered in relation to the corporate training titled "Leadership Skills"	2,40,000
Net Amount Payable	2,40,000

(Rupees Two Lakh & Forty Thousand Only)

Please make the payment of the invoice by NEFT/RTGS/IMPS as per Bank Detail:

Beneficiary Name : K.R. Mangalam University
Account No. : 091101000622
IFSC CODE : ICIC0000911
Bank : ICICI Bank Ltd.
Branch : Sohna Bus Stand, Gurgaon

PAN : AAJCS3143G

For K. R. Mangalam University

Jay
Registrar
K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)



(Authorised Signatory)

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