

Leadership Training Program

Course Title	Leadership Training Program
Country	Dubai
Location	4/5 Star Hotel
Time	9:00 AM - 3:00 PM
Date	26 - 30 April 2026

Target Audience

- Supervisors
- Team Leaders
- New Leaders
- Administrative and Supervisory Staff

Days 1–3: Classroom Training

Day 1 – Leadership Fundamentals

- Leadership concepts and importance
- Leadership vs Management
- Characteristics of effective leaders
- Leadership styles
- Leadership ethics and responsibility

Day 2 – Effective Leadership Skills

- Leadership communication skills
- Motivation and team building
- Effective delegation
- Decision-making and problem-solving
- Managing stress and conflict

Day 3 – Leadership in the Workplace

- Leadership in operational environments
- Performance management and feedback
- Building trust and discipline
- Leading during change and crises
- Personal leadership development planning

Days 4–5: On-the-Job Training (OJT)

Day 4 – Leadership Observation and Practice

- Observing leadership behavior
- Identifying real leadership challenges
- Applying communication skills
- Delegation practice
- Coaching and mentoring

Day 5 – Practical Leadership Application

- Leading a team during real tasks
- Handling real workplace situations
- Leadership performance evaluation
- Improvement and reinforcement
- Final session and leadership development plan

Training Outcomes

- Understand leadership roles
- Communicate effectively with teams
- Motivate and manage people
- Make sound leadership decisions
- Apply practical leadership skills

Training Materials

- PPT presentations
- Leadership handbook
- Leadership assessment tools
- Field checklists, Certificate of Completion