

## **Topic:** Developing Executive Leadership

**Date:** 20<sup>th</sup> & 21<sup>st</sup> November, 2014 (Thursday & Friday)

**Venue:** Central Blue Stone, Plot No. 358-359, Sec-29, City Centre, Gurgaon 122002.

**Timings:** 9:00am to 5:00pm

After success in Mumbai, IAI brings 2 days **Leadership Development Program** to be held on 20<sup>th</sup> & 21<sup>st</sup> November in **Gurgaon**.

Whether you're aiming to present, influence, persuade, motivate or negotiate, knowing what to say, when, and how to say it, is crucial. The ability to communicate effectively will differentiate you from others and also help you win business. The art of clear, informative and persuasive communication is one of the most important skills that every individual seeking to forge a successful career should develop and continually refine.

### **Knowledge & Skills to be gained:**

Participants attending this program will be able to understand the skills needed by a Leader and discuss a variety of techniques that will enable them to imbibe these skills in practice. This will in turn develop their confidence and the core communication skills required to clearly, consistently and appropriately engage and communicate with a range of internal & external stakeholders.

### **Who should attend?**

Only members of the **Institute of Actuaries of India**, in particular, **Members less than 45 years** of age. This course is designed to suit individuals and managers who need to lead team, manage people, and communicate effectively.

### **Course Content:**

Communication & Presentation Skills:

- Voice & Speech Training
- Presentation Skills Training
- Articulation in Communication
- Body Language
- Motivation and Confidence Building
- Handling Stage Fright
- Trainers Feedback

Leadership Skills & Team Building:

- Definition of an effective leader
- Traits of a strong leader
- Using the 3 'R's technique
- Leadership Styles
- Leading v. Managing
- Coaching and Mentoring

## IAI announces Leadership Development Program (LDP5)

- Interpersonal Skills
- Handling Relationships

### Methodology

This intensive two-day training program combines proven-in-action techniques with peer interaction and insights from our senior experienced faculty to help you master the competencies of effective executive leadership. The Training has been broadly divided into two aspects: (1) Communication & Presentation Skills, and (2) Leadership Skills & Team Building. Each aspect will be covered through interactive discussions, as well as practical activities and case studies. This highly interactive program offers participants individualized assessment through video analysis and group feedback sessions.

### Course Director:

Mr. Satish Kakri, Founder – Nimble Foundation is a Author, Management Consultant, Voice & Speech Trainer, and Life Skills Coach. As a Corporate Trainer in Soft Skills he has conducted training programs catering to senior executives of leading Corporates & Institutions in India.



### Further reading:

1. <http://myactuarialjourney.com/2012/11/27/soft-skills-are-they-really-important-at-entry-level/>
2. Article by Jeanne Hollister Lebens published in The stepping Stone; July 2010, Issue 39: The Actuarial Leadership conundrum;  
<https://www.soa.org/library/newsletters/stepping-stone/2011/february/stp-2011-iss41-lebens.aspx>

### General matters:

- **Participation Fees:** Rs. 9000/- (+12.36% Service Tax) (Includes Lunch on both the days & Courseware)
- **Dress Code:** Business Casual
- **Registration Start & close date:** From 18<sup>th</sup> September, 2014 & Ends on 10<sup>th</sup> November, 2014
- **Capacity: Limited to 20**, admission will be on **first-come-first served** basis subject to receipt of payment. This is a non residential program.
- **Register at:** <http://www.actuariesindia.org.in/SeminarRegistration.aspx>
- **Contact:** Quintus Mendonca at [quintus@actuariesindia.org](mailto:quintus@actuariesindia.org) for any assistance.