

**Bahria University
John C. Maxwell Team &
The International Leadership
Training Institute**
jointly offer

Certified Leadership Professional (CLP) Program



Facilitated by:

The International Leadership Training Institute
John Maxwell Certified Team
and
Bahria University



The
JOHN MAXWELL
Team



Teaching Contents

Excellence in Leadership Communication, and Management Program

OBJECTIVE

The Certified Leadership Professional course aims to equip individuals with the essential skills and knowledge needed to excel in leadership roles across diverse industries. This comprehensive program is designed to achieve several key objectives.



OBJECTIVE

- o **Developing Leadership Competencies:** The course focuses on honing a wide range of leadership competencies, including effective communication, strategic thinking, decision-making, and conflict resolution. Participants learn how to inspire and guide teams towards achieving common goals.
- o **Enhancing Self-Awareness:** Self-awareness is a cornerstone of effective leadership. This course helps individuals understand their strengths, weaknesses, and leadership style, enabling them to lead with authenticity and adaptability.
- o **Building High-Performing Teams:** Successful leaders know how to build and nurture teams that work cohesively and deliver exceptional results. Participants learn strategies to foster collaboration, encourage innovation, and manage team dynamics.
- o **Adapting to Change:** In today's dynamic business landscape, adaptability is crucial. This course equips individuals with the skills to navigate change, lead their teams through uncertainty, and drive organizational transformation.
- o **Ethical Leadership:** Ethical considerations are integral to leadership. The course emphasizes the importance of ethical decision-making and responsible leadership practices that benefit both the organization and society.
- o **Strategic Leadership:** Leaders need to think strategically to navigate complex challenges and seize opportunities. The course provides tools and frameworks for strategic planning, resource allocation, and long-term visioning.
- o **Effective Communication:** Communication lies at the heart of leadership. The course teaches participants how to communicate clearly, inspire their teams, and establish a strong leadership presence.
- o **Conflict Resolution and Problem-Solving:** Leaders often encounter conflicts and challenges. This program equips individuals with techniques to address conflicts constructively and find innovative solutions to problems.
- o **Cultivating Innovation:** Leaders are drivers of innovation within their organizations. The course explores methods for fostering a culture of creativity and leveraging innovation to stay competitive.
- o **Continuous Learning:** Leadership is an evolving journey. The course encourages a commitment to continuous learning and personal growth, helping individuals stay at the forefront of effective leadership practices.

In essence, the Certified Leadership Professional course empowers individuals to lead with confidence, integrity, and a profound understanding of the complexities of modern leadership. Graduates emerge with the skills to inspire, guide, and drive meaningful change within their organizations and beyond.

Month 1

Foundations of Leadership and Self-awareness

Week 1

Introduction to Leadership Excellence

- o Understanding the importance of leadership in personal and professional growth.
- o Overview of the program and its objectives.
- o Introduction to John C. Maxwell's leadership principles.

Week 2

Leadership vs. Management

- o Distinguishing between leadership and management roles.
- o John C. Maxwell's 5 Levels of Leadership.

Week 3

Self-awareness and Emotional Intelligence

- o Recognizing the significance of self-awareness in leadership.
- o Developing emotional intelligence for effective leadership.
- o Self-assessment tools and exercises.

Week 4

Personal Leadership Development

- o Setting personal leadership goals and aspirations.
- o Identifying strengths and areas for improvement.
- o Developing a personal leadership development plan.

Month 2

Effective Communication and Team Building

Week 5

Communication Skills for Leaders

- o Importance of effective communication in leadership.
- o The art of active listening and clear communication.
- o Overcoming communication barriers.
- o 16 Invaluable Laws of communication

Week 6

Leading with Influence

- o Strategies for gaining influence and credibility as a leader.
- o Applying persuasion and negotiation techniques.
- o Leveraging John C. Maxwell's "The 21 Irrefutable Laws of Leadership."

Week 7

Building High-Performing Teams

- o Characteristics of successful teams.
- o Team dynamics, roles, and responsibilities.
- o Conflict resolution and team motivation.
- o 17 Indisputable Laws of Team work

Week 8

Leading Remote and Virtual Teams

- o Challenges and opportunities of leading remote teams.
- o Effective communication and engagement strategies for virtual teams.
- o Hybrid work model

Month 3

Strategic Leadership and Change Management

Week 9

Strategic Thinking and Decision Making

- o Developing a strategic mindset as a leader.
- o Making informed decisions under uncertainty.
- o Using Maxwell's principles for strategic leadership.
- o How Successful People Think.

Week 10

Change Management and Adaptability

- o Understanding the need for change in organizations.
- o Leading through change and uncertainty.
- o John C. Maxwell's insights on adapting to change.
- o Everyone communicates, few connect

Week 11

Innovation and Creativity in Leadership

- o Fostering innovation within teams.
- o Encouraging creative thinking and problem-solving.
- o Case studies of innovative leadership practices.
- o Design Thinking

Week 12

Ethical Leadership and Corporate Social Responsibility

- o Exploring ethical dilemmas in leadership.
- o Practicing ethical decision-making.
- o Incorporating social responsibility into leadership.
- o Becoming a person of Influence

Month 4

Personal Growth and Leadership Legacy

Week 13

Continuous Learning and Personal Growth

- o Embracing a lifelong learning mindset.
- o Strategies for continuous personal and professional growth.
- o John C. Maxwell's thoughts on leadership development.
- o 15 Invaluable Laws of Personal Growth

Week 14

Time Management and Productivity

- o Effective time management techniques for leaders.
- o Balancing priorities and achieving goals.
- o Maxwell's teachings on managing time wisely.
- o Intentional Living

Week 15

Leadership Legacy and Succession Planning

- o Defining leadership legacy and its significance.
- o Planning for leadership succession.
- o Inspiring and mentoring future leaders.
- o The Leader's Greatest Return

Week 16

Guest Speaker Session: Leadership in Practice

- o Inviting a guest speaker with real-world leadership experience.
- o Q&A session and insights from practical leadership scenarios.

Month 5

Transformational Leadership and Resilience

Week 17

Transformational Leadership

- o Understanding transformational leadership principles.
- o Inspiring and motivating teams toward a shared vision.
- o Applying John C. Maxwell's "The 5 Levels of Leadership."
- o Transformational Leadership

Week 18

Resilience and Adversity in Leadership

- o Developing resilience as a leader.
- o Overcoming challenges and setbacks.
- o Maxwell's perspectives on resilience and perseverance.
- o Change your world

Week 19

Effective Problem Solving and Decision Making

- o Strategies for analytical thinking and effective problem-solving.
- o Ethical considerations in decision-making.
- o Case studies of leaders who navigated complex decisions.
- o Sometimes you win, sometimes you learn.

Week 20

Leading Through Crisis

- o Crisis management and leadership during challenging times.
- o Maintaining calm, trust, and transparency.
- o Lessons from historical and contemporary crisis situations.
- o A Mastermind session on 'Leading Through Crisis'

Month 6

Leadership Ethics, Reflection, and Graduation

Week 21

Ethical Leadership and Integrity

- o The role of ethics and integrity in leadership.
- o Upholding moral values and making principled decisions.
- o Maxwell's "The Law of Solid Ground" and ethical leadership.
- o Developing the Leaders Around You

Week 22

Reflection and Personal Growth

- o Reflecting on personal leadership journey.
- o Reviewing accomplishments and areas for continued growth.
- o Creating a roadmap for ongoing leadership development.
- o Leadership Gold

Week 23

Final Thoughts and Continued Learning

- o Recap of key takeaways from the program.
- o Encouragement for lifelong learning and growth.
- o Exploring resources for ongoing leadership development,
- o Coaching and Mentoring

Week 24

Graduation Ceremony and Leadership Showcase

- o Showcasing individual leadership growth and projects.
- o Recognizing participants' achievements.
- o Sharing future plans for continued leadership excellence.
- o Vision project

CERTIFIED LEADERSHIP PROFESSIONAL PROGRAM OUTCOME:

Certified Leadership Professional Program Outcome:

Completing the Certified Leadership Professional course equips individuals with a profound understanding of leadership excellence, effective communication strategies, and adept management skills. Graduates emerge as empowered and self-aware leaders who can confidently navigate the complexities of modern organizational environments. Armed with the wisdom of renowned thought leaders like John C. Maxwell, participants gain a deep appreciation for ethical leadership, strategic decision-making, and team empowerment. The course fosters the ability to inspire and guide teams toward shared visions, adapt to change with resilience, and make principled choices that drive both personal and organizational success. As certified leadership professionals, graduates are poised to leave a lasting positive impact on their teams, organizations, and communities, ensuring their leadership legacy endures through the generations.



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