

Leadership Development Programme for the e-District Managers of TNeGA

Modules

Following Modules will be offered over three days.

Module - 1

1.1 Leadership Development

- Knowing thyself - Identifying and Developing Self Awareness
- Leadership Styles
- Leadership Challenges
- Leadership Development - Activities
- Emotional Intelligence for Leaders and Action Plan

1.2 Task Management

- Identify data sources, analytics, and visualization techniques relevant to a project.
- Task Execution
- Anticipate and address common challenges in tasks and projects.
- On-hand training using Open-Source Tools/MS Excel

Module - 2

Time Management and Communication

2.1 Time Management

- Goal Setting
- Basics of Prioritizing
- Categorizing Tasks (Important vs Urgency)
- Time Management Matrix
- Time Management Strategies
- Handling stress and burnout
- Activity in Time Management

2.2 Developing Individual Effectiveness

- Communication
- Working with Teams
- Intent to Delegate
- Conflict Management

2.3 Stakeholder Management

- Critical influencing and negotiations
- Persuasion and Collaboration
- Process Management
- Reporting Process for any Interactions

Module - 3

Data Analysis & Visualization for Public Policy Using Excel

- Getting introduced to Excel environment - The Ribbon, Main Menu, Contextual Menu; Going behind the 'File' Tab to understand all that lies beneath; Preparing the Excel canvas for efficient and effective utilization of Excel functions and functionalities. Enabling QAT, Developer, and Add-Ins for future use.
- Important Date Functions and Working with Named Ranges
- String Functions; Application of basic Text Functions:
LEN, LEFT, RIGHT, MID, FIND, SEARCH, TEXT, TRIM, UPPER, LOWER, PROPER, CONCATENATE (&)
- Application of Logical functions:
IF and Nested IF, IFERROR, IF-AND, IF-OR, IS-Functions (ISNUMBER, ISNA, etc),
Application of Lookup functions:
XLOOKUP, INDEX, AND MATCH, CHOOSE
- Group, Ungroup and Outlines, Protecting Worksheets and Workbooks, Saving with Passwords
Indenting, Styles, Custom
Formatting
- Goal Seek, Data Tables, Scenario Manager Analysis
- PivotTables to slice and dice data.
- Basics in big data and data visualization
- Chart Templates, Charting intricacies, Chart tricks, Tips and Tricks (Charts and Charting will be subject to time availability)