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## BASIC LEADERSHIP AND MANAGEMENT TRAINING

**Building Confident, Accountable, and People-Focused Leaders**

**1-Day Face-to-Face Training Program | Philippines**

### TRAINING OVERVIEW

Leadership and management skills are no longer optional competencies—they are essential capabilities for supervisors, team leaders, and managers at all levels, regardless of industry or function.

The **Basic Leadership and Management Training** of Making Strong Success (MSS) is a practical, highly engaging, and results-oriented program designed to help new and aspiring leaders transition effectively from being individual contributors to becoming people managers.

This program follows MSS's signature **EnterTRAINment** approach—combining structured learning, real-world application, and interactive activities—to ensure that participants not only understand leadership concepts but also **experience, practice, and commit to them** during the training.

This is not a theory-heavy or academic leadership course. It focuses on **day-to-day leadership realities**: leading people, managing performance, communicating expectations, handling challenges, and building accountability.

### TRAINING GOAL

To equip participants with foundational leadership and management skills that enable them to lead people effectively, manage work responsibly, and contribute positively to organizational performance.

### TRAINING OBJECTIVES

By the end of the training, participants will be able to:

1. Understand the core differences between leadership and management and why both are important
2. Demonstrate essential leadership behaviors expected from supervisors and managers
3. Apply basic management skills in planning, organizing, directing, and monitoring work
4. Communicate expectations clearly and manage people with confidence and accountability

### TRAINING OUTLINE (1 DAY | 8:00 AM – 5:00 PM)

#### **Module 1: Leadership and Management Fundamentals**

**8:00 AM – 10:00 AM**

#### **Topics Covered:**

- Leadership vs. Management: understanding the difference and balance
- The role of a leader in today's workplace

- From individual contributor to people leader: mindset shift
- Leadership responsibility and accountability

**Preview of Supporting Activity:**

**“Leader or Manager?” Interactive Game** – Participants analyze common workplace situations and decide whether leadership or management skills are required, followed by group discussion and facilitator synthesis.

**10:00 AM – 10:15 AM | Morning Break**

**Module 2: Leading People and Building Trust**

**10:15 AM – 12:00 NN**

**Topics Covered:**

- Understanding people at work: motivation, behavior, and engagement
- Building trust and credibility as a leader
- Setting clear expectations and standards
- Leading by example

**Preview of Supporting Activity:**

**Leadership Mirror Exercise** – Participants reflect on how their actions and attitudes influence their team, supported by guided questions and peer sharing.

**12:00 NN – 1:00 PM | Lunch Break**

**Module 3: Managing Work, Performance, and Results**

**1:00 PM – 3:00 PM**

**Topics Covered:**

- Basic management functions: planning, organizing, directing, and controlling
- Delegation basics: assigning tasks responsibly
- Monitoring performance without micromanaging
- Addressing performance gaps and work issues

**Preview of Supporting Activity:**

**Delegation and Performance Scenario Workshop** – Small groups work through realistic management situations involving task assignment, follow-up, and accountability.

**3:00 PM – 3:15 PM | Afternoon Break**

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## **Module 4: Leadership Communication and Accountability**

**3:15 PM – 4:30 PM**

### **Topics Covered:**

- Communicating clearly as a leader
- Giving instructions, feedback, and corrections
- Handling difficult conversations professionally
- Reinforcing accountability and ownership

### **Preview of Supporting Activity:**

**Role-Play: The Leader’s Conversation** – Participants practice short leadership conversations and receive structured feedback from peers and the facilitator.

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## **Wrap-Up, Integration, and Commitment**

**4:30 PM – 5:00 PM**

- Key leadership insights
- Personal leadership commitment: “How I will lead differently starting tomorrow”
- Training synthesis and close

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## **TRAINING METHODS**

- Facilitated discussions
- Interactive games and simulations
- Individual and group reflection exercises
- Role-playing and case scenarios
- Action planning and commitment setting