

**TRAINING OF TRAINERS
GOVERNANCE AND LEADERSHIP
SESSION PLAN**

Time	Day 1	Day 2	Day 3	Day4	Day5
9:00-11:15	Opening (YQ) What is leadership (ZK)	Recap (15min) Leadership Models & Activity (ZK)	Recap (15min) Roles and responsibilities of board (ES)	Recap (15min) Improving effectiveness of board (ES)	Recap (15min) Good board checklist (AA)
11.15-11.30	Tea				
11.30-1.00	Key concepts of effective leadership Principles of leadership (ZK)	Leadership Models (contd) & Activity	Board Officers and their responsibilities (ES)	Mock sessions Dealing with governance problems (ZK)	Mock Sessions
1:00-2:00	Lunch				
2:00-3:30	Factors of leadership Be Know Do Goals, values and concepts (CEO)	Introduction to governance Good Governance (AA)	Role of manager (ZK)	Appraisal Discipline and grievance Gross misconduct/other provisions (CEO)	Mock Sessions
3:30-3:45	Tea				
3:45-5:00	Culture and Climate & Activity (CEO)	Concept of board Forming and creating a board (AA)	Avoiding conflict of interest Preventing conflict of interest Board members expenses (AA)	A typical constitution (AJ)	Closing

KEY:

1. CEO Chief Executive Officer
2. AA Abid Atiq
3. ZK Zubair Kayani
4. AJ Anis Jillani
5. ES External Speaker