

## MTC LEADERSHIP DEVELOPMENT AND PEOPLE MANAGEMENT

### TIMETABLE FOR TRAINING

DATE: 20TH MAY 2026

|                                                                                                                  |                     |
|------------------------------------------------------------------------------------------------------------------|---------------------|
| • Arrival Of Participants                                                                                        | 8:30 am – 9:00 am   |
| • Welcome Address/Participants' Introduction<br>• Training Expectations<br>• Foundations of Effective Leadership | 9:00 am – 10:30 am  |
| Coffee Break                                                                                                     | 10:30 am – 11:00 am |
| • Leading and Managing Diverse Teams<br>• Situational Leadership                                                 | 11:00 am – 12:30 pm |
| Lunch                                                                                                            | 12:30 pm – 1:30 pm  |
| • Situational Leadership Cont'd<br>• Communication and Feedback                                                  | 1:30 pm – 3:00 pm   |

DATE: 21ST MAY 2026

|                                                                                                                 |                     |
|-----------------------------------------------------------------------------------------------------------------|---------------------|
| • Arrival Of Participants                                                                                       | 8:30 am – 9:00 am   |
| • Recap of Day One<br>• Conflict Resolution                                                                     | 9:00 am – 10:30 am  |
| Coffee Break                                                                                                    | 10:30 am – 11:00 am |
| • Performance Management<br>• Building a Positive Work Environment                                              | 11:00 am – 12:30 pm |
| Lunch                                                                                                           | 12:30 pm – 1:30 pm  |
| • Building a Positive Work Environment Cont'd<br>• Engagement, Coaching and Motivation<br>• Personal Commitment | 1:30 pm – 3:00 pm   |

End Of Session