

LEADERSHIP SKILLS FOR CHANGING TIMES

DATE: 10-11 April / 14-15 August / 6-7 December 2023
FEE: RM980

DURATION: 2 Days
HRD CORP SCHEME:
HRD Corp Claimable Courses

PROGRAM OVERVIEW

In changing and challenging times, we need everyone in the organization to step up. For this, they need to be equipped with the fundamental knowledge and skills of a proactive leader.

Leadership is a proactive attitude and mindset that can be learned and developed. There are skills that effective leaders can use. Strong leadership at all levels in an organization is important for a company's bottom line.

This online program is designed to equip participants with Leadership skills and strategies to help them get results and increase their performance and impact in the organization.

LEARNING OUTCOMES

Upon completion of this program, participants will be able to:

- Identify the responsibilities and tasks of good leaders
- Understand how emotions are created and maintained
- Gain the skills to inspire people to trust and follow us
- Learn how to provide external motivation in others
- Learn how to encourage internal motivation in others
- Understand how attitudes are created and how to change them
- Learn the six leadership styles based on emotional intelligence
- Learn the four common styles of communication
- Learn to communicate assertively
- Learn to consider personality profiles during communication
- Learn to respond to other people in a positive way to receive and give constructive feedback and compliments

METHODOLOGY

- This program uses Adult Learning approaches. This includes minimal two-way lectures, use of multimedia aids, demonstrations, case studies, group discussions, Kahoot quizzes, learning games, self-evaluations and self-reflections. Examples, Case Studies and Mini-Projects will be adjusted accordingly.

WHO SHOULD ATTEND

- First Level Manager
- Executive/Supervisory

FACILITATOR

Brien Lee Meng Siong

With 18 years of industry experience and 12 years of public speaking and corporate training experience, Brien specializes in leadership and management. He consults and trains in the areas of organizational development, human capital development and strategic thinking. His expertise is in communication related skills in the areas of Leadership, Management and Team Dynamics.

PROGRAM CONTENT

Module 1

Leading Self, Leading Others

- Good Leadership: What is good leadership and why have it
- Leading and Managing: What are the differences and why both are needed
- Responsibilities of Leaders: What are the responsibilities of good leaders?
- Empathy: Why it is needed and how to increase your level of empathy for others
- Leading and Following: How to be aware of when to lead and when to follow

Module 2

Inspiring And Motivating Others

- Emotions: Learn how emotions are created and maintained in our brains
- Inspiration: How to create inspiring meaning and vision for others to follow
- External Motivation: How to provide external motivation in other people
- Internal Motivation: How to encourage internal motivation in people you lead
- Attitude Change: How to change attitudes in ourselves and others

Module 3

Leadership Styles

- Situational Leadership: The need for flexible leadership styles depending on situations
- Leadership Styles: How to use six leadership styles based on emotional intelligence
- Demonstrating Good Leadership: How to demonstrate good leadership
- Leading Up: How to influence and lead the people above us
- Continuous Learning: How and where to continuously learn and improve as a good leader

Module 4

Communication Skills For Leaders

- Communication Styles: Appreciating the pros and cons of four communication styles
- Assertiveness: How to be more assertive and communicate assertively
- DISC Profiles: How to incorporate different profiles in your communication
- Positive Response: How to use the Active Constructive way to respond to people
- Constructive Feedback: How to give and receive constructive feedback and compliments

PROGRAM SCHEDULE

Day 1

9:00am - 10:30am	:	Module 1
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 1 (<i>Continue</i>)
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 2
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 2 (<i>Continue</i>)
		End of the day

Day 2

9:00am - 10:30am	:	Module 3
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 3 (<i>Continue</i>)
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 4
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 4 (<i>Continue</i>)
		End of the day

