

LEADERSHIP SKILLS FOR MANAGERS: 7 KEY TOOLS FOR NEW LEADERS

DATE: 6-7 June / 4-5 September / 12-13 December 2023
FEE: RM1,350

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

PROGRAM OVERVIEW

A highly acclaimed leadership programme developed by international trainers from Malaysia. It is meant to equip today's managers and executives with 7 critical tools for leaders to ensure that they meet business sustainability and contribute to the growth and development of their organizations. The 7 Key Tools for Highly Effective Managers is a highly interactive programme that aims to help managers and business leaders to use a holistic approach to attend matters and improve their area of weaknesses, using activity-oriented and experiential learning environment. The simulated management activities provide perfect setting to encourage participation and active learning, moderated.

LEARNING OUTCOMES

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

- Define the attributes, roles and responsibilities of a leader
- List the attributes of a leader
- Describe the impact of an effective and ineffective leader
- List the challenges faced by a leader
- Gain awareness of personal leadership competence
- Increase level of 3 competencies of a manager

METHODOLOGY

- The training method consists of a combination of interactive activities - group and/or individual exercises, case studies, discussions and various multimedia training aids- along with formal delivery of programme content.
- The learning environment will be a supportive one in which individuals will be encouraged to share ideas and the facilitators will be on hand to answer any questions a delegate may have with respect to the subject of the programme. This process will make training fun-filled, fast-paced, challenging and empowering.

WHO SHOULD ATTEND

- Mid/Senior Level Manager
- First Level Manager

FACILITATOR

Daniel Wong

He has more than 28 years experience in the corporate world, out of which 16 years has been spent on coaching and training: Teaching Management & Leadership skills, Team Building and Communication Skills - training Companies and individuals on Sales & Marketing, Course Consulting, Neuro-Linguistic Programming (NLP) and Sub-conscious learning skills. And in the process, continually coaching and motivating all his students, staffs and associates to learn, grow and expand their personal paradigms and horizons.

PROGRAM CONTENT

Module 1

Leadership Key Fundamentals

- The leadership model that works
- The impact and consequences of leadership
- Your value as a leader

Module 2

Leadership Success Factors

- Task, team and personal requirements

Module 3

The Leadership Shift - New Age Leadership Styles

- The 21st Century Leadership Shift
- Styles of an effective leader vs ineffective leader
- Assessing your leadership traits

Module 4

Personal Leadership Competence

Leadership Rule #1– To be a Great Leader, Become a Great Person First

- Your attitude, emotions, behaviour

Module 5

Interpersonal Leadership Competence

Leadership Rule Number #2 – The Deeper Your Relationship, the Stronger your Leadership

- Building trust, openness and commitment

Module 6

Performance Management Competence

Leadership Rule Number #3: Disciplines of planning, disciplines of execution

- Thinking strategically
- Planning performance
- Managing Performance
- Giving and receiving feedback
- Reviewing and following up
- Going against the “whirlwind”

Module 7

Creating and Sustaining A Team Culture

- Strategies, Principles, Ethics, Gratitude and Appreciation

PROGRAM SCHEDULE

Day 1

9:00am - 10:30am	:	Module 1
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 2
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 3
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 4
		End of the day

Day 2

9:00am - 10:30am	:	Module 5
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 6
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 6 (<i>Continue</i>)
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 7
		End of the day

