

The Essentials of Leadership & Management



Date		(\$) Fees	
07 January -11 January 2024	Kuala Lumpur	3500	Register Now

Why Choose this Training Course?

This course aims to encourage effective, collaborative methods of leadership and management. The course helps delegates to work in their organizations and leverage the leadership potential of team members. Delegates will be exposed to focus on developing leadership skills, personal influence, as well as explore strategies for building a team of strong professionals who will support each other, deal with tough problems efficiently, and take accountability. This course focuses on tactful leadership practices that are effective in any business.

This course also offers a comprehensive overview of good management practice for those new to supervision. This course introduces delegates to the variety of skills needed to be successful and offers insights into how to personally manage the transition from being a *'technical expert'* to supervision and team management. If you are new to supervision or management this course offers a compendium of ideas which will impact your practice immediately.

This course will feature:

- Leadership styles and transformation
- How to build strong collaborative team work
- Develop strategies for using personal leadership power and building strong, mutual influence relationships within organization
- Using the performance management process profitably
- The 4D Management model: direct, delegate, develop and deliver

The Structure

This comprehensive course consists of two modules which can be booked as a 10 Day Training event, or as individual, 5 Day courses.

Module 1 - [The Essentials of Leadership: Vision, Influence & Character](#)

Module 2 - [The Management Essentials: Effectively Communicate, Delegate & Manage Priorities](#)

What are the Goals?

By the end of this course, participants will be able to:

- Discover the core competencies required for exemplary leadership
- Examine the ethical aspects of leadership and values which drive lasting results
- Appraise and select supervision tools that "fast track" performance
- Comprehend and utilise the value of the performance management process
- Create and monitor personalized action plans for self, others and the team

Who is this Training Course for?

This course is suitable to a wide range of professionals but will greatly benefit:

- Employees about to undertake supervisory or management positions
- Current Supervisors who are interested in building their management skills
- Team Leaders, site, operations and production Supervisors
- First time Managers with no formal management training
- Young employees identified as '*high potential*' future Managers

How will this Training Course be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes highly interactive, hands-on learning style of the Instructor. Many activities will be presented to cause the delegate to engage in and reflect on the information - a large percentage of the time; the course will require interaction and activities. The Tutor will utilise a combination of presentations, videos, class discussion, group and self-reflective exercises in order to examine all the elements of content. In a risk free environment delegates can practice skills in a non-threatening environment. The emphasis will be on building the confidence for success.



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