

PUBLIC PROGRAMME

Certificate of attendance provided

* minimum of 75% attendance

ESSENTIAL LEADERSHIP SKILLS FOR SUPERVISORS AND MANAGERS

Date: 2-3 August 2021

Time: 9.00 am - 5.00 pm

Venue: DreamEDGE, Cyberjaya

Code: SSE1

OVERVIEW

Manager in most organisations have dual responsibility. They are responsible both to the organisation and to the people in the organisation. The common question that arises is how do managers deal with this dual role?

This course enlightens leaders the ability to empower others to create new management or human systems to efficiently achieve change through organisational goals and decision making.

OBJECTIVE

- Apply the concept, process, functions and review leader's roles and responsibilities in line with today's organisation challenges.
- Analyse and learn the tools to identify performance gap by using proven tools and device strategies to improve it.
- What it takes to lead in a white water world and learn the various leadership style to become an effective leader to create and lead change.
- Develop effective planning and control skills to achieve value added results and acquire basic skills on how to set workable.

METHODOLOGY

- Training material : English language
- Lecture : Malay and/or English language
- Activities
- Q&A

TARGET

- Individual in leadership role, including executive, manager, team leader and supervisor

COURSE CONTENT

- Overview of Leadership and Management
- Being an Effective Leader
- Strategies to improve Performance of Employees
- Communication & Building Effective Team
- Get Results - In The Face of Resistance

LEARNING OUTCOME

- At the end of the training, participant will be able to:
- Identify roles and responsibilities of an effective leaders.
 - Lead team to success by being given an insight into recognised leadership styles.
 - Build credibility and trust to handle any conflict that may emerge amongst team members by recognised tools and technique used to.
 - Use leadership techniques and ensure success.
 - Apply a variety of communication styles to understand their behaviors when dealing with a range of different personalities.
 - Lead employees skillfully in challenging times of change.
 - Motivate teams and individuals and drive their performance to deliver outstanding results.

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NORMAL PRICE

RM1,750 Per Pax

*closing date : 26 July 2021

EARLY BIRD PRICE

RM1,550 Per Pax

*before 12 July 2021

GROUP PRICE

RM1,450 Per Pax

*min three (3) pax



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