

Are you focusing on developing leadership skill to ensure your team effectiveness?

- ☒ Do you believe that leadership is not a born gift but is generated through the process of continuously learning and practicing?
- ☒ Have you wondered why profound knowledge and great experience are just not enough to help you become a good leader? If the answer is yes, then do you know what you are lacking?
- ☒ As a team leader, do you know how to lead and encourage your team members in order to bring out the best of their capabilities and achieve team's objectives?

Leadership Skill Development

**Target: Middle manager and candidates for middle manager position
(Department manager/ vice manager, supervisor and project manager)**

Training venue: At client's company as required (3 days)

Objective

- ☐ Understand roles and responsibilities of a leader as well as identify your leadership style
- ☐ Improve people management skills: work assignment & delegation skills, motivational skills, talent retaining skills, persuasive communication, etc.
- ☐ Build a cohesive and high-performance team with personal development skills and team building & management skills.

Content

1. Roles and responsibilities of a middle manager

- Differences between management and leadership: tasks and skills
- Required qualifications and skills for a middle manager
- Comprehensive management model for middle managers

2. Identification of leadership style & situational implementation leading to effective leadership and management

- Embrace the power to lead members effectively
- Develop situational Leadership
- The Skill Will Matrix to classify and evaluate employees

3. Effective work allocation, assignment and delegation

- Distinguish between work allocation, assignment and delegation
- Key principles for successful work assignment and delegation
- Levels of work assignment and delegation
- Process for effective work assignment and delegation

4. Staff development through teaching, training & coaching

- Differences between Coaching and other forms: Training – Teaching
- Necessary procedure of Coaching
- Characteristics and usage of Coaching models
- Coaching process

5. The art of motivating employees & retaining talent

- Clarify, categorize and find suitable methods to meet employees' needs
- Read employees' personalities and emotions to encourage and motivate employees
- Managers' possible actions to motivate employees
- Create an active, creative and inspiring working environment

6. Influential communication and relationship management skills

- Purposeful communication skills
- Implementation of DISC Model to classify & understand others' personalities
- Implementation of positive feedback, advice & behavior modification
- Persuasion and inspiration skills
- Successful relationship management and effective coordination with superiors, peers and other departments

7. Cohesive and high-performance team building

- Build a cohesive and high-performance team with GRIP Model
- Analyze and implement GRIP in work
- Implement The Three A's of Change (Aware - Accept – Adjust) to teamwork according to DISC
- Resolve conflicts in teamwork

8. Action plan to develop leadership skill

※ The above content is subject to change without prior notices.