

# 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)**

### Objectives

- Understand role of a leader as well as required qualities and skills to be a good leader.
- Be able to apply communication skills, task management and problem solving skills into practice
- Understand how to effectively lead team members and enhance work efficiency.

### Content

#### Part 1: Building foundation for a leader

1. The definition and roles of a leader
2. The differences between a manager and a leader
3. Leadership styles and their impact

#### Part 2: Developing your leadership skills

##### 1. Persuasive communication skill

- Communication barriers and solutions
- Verbal & Non-verbal communication
- The art of listening
- Conducting effective meetings

##### 2. Problem solving skill

- Problem identification methods
- Problem solving process
- Techniques for developing alternatives
- Techniques for gaining consensus
- Role of a leader as a problem solver

##### 3. Coaching skill

- The process of coaching
- Roles of a leader in coaching
- Human issue management

##### 4. High-performance team building

- Team building process
- The fundamentals for an effective team
- Dealing with internal & external politics
- Roles of a leader in team building  
~ A facilitator, mediator and negotiator ~

##### 5. Employee motivation skill

- Motivation theories and their applications
- Guidelines for setting SMART goals
- Self-actualization in the team

#### Part 3: Action plan to develop leadership skill

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