LEADERSHIP SKILL DEVELOPMENT

~Enhance Leadership skills, lead the team to the success !~

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?*

CONTENT

Part 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

Part 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

Part 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

Part 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

Part 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

Part 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

Part 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

Part 8: Summary and Action Plan

※The above content is subject to change without prior notices

OBJECTIVES

- 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.

TARGET

- ○ Staff
- ● Middle-Management
- ● First-line Management
- ○ Top-Management

METHOD

30% theory, **70%** practice through group discussions, presentations, case studies, role-playing, games, etc.

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