



Principles of Leadership

“A very good experience. I now have a clearer picture of what a leader should be and how it is possible to achieve improvement if you are not a good leader now”

Department Head, Kenwood Electronics, Singapore



PRINCIPLES OF LEADERSHIP

Why you cannot miss this course

Learn why...

- Leadership is the key success factor of highly competitive organisations
- Modern organisations need leaders at all levels to be most effective

Learn how to...

- Identify the areas you need to focus on personally to improve as a leader
- Assess different situations and adapt your leadership style to suit each one
- Better understand people and why they behave the way they do
- Change your personal behavioural style to improve your interpersonal effectiveness
- Be a more effective communicator
- Recruit people who are best suited for the role you are looking to fill
- Present in a way the best suits your audience
- Manage the performance of your team to improve productivity and efficiency
- Counsel people on performance or personal issues to improve their performance

Who should attend?

All managers from front line to executive level.



Programme Agenda

DAY ONE

09:00 am – Session 1: What is Leadership

- Introduction
- Leadership vs Management
- Importance of Leadership for Effective Management
- Five Lessons of Leadership
- Six Elements at the Heart of Leadership
- Four Tools used by Powerful Leaders

10:45am – Morning Refreshment

11:00 am – Session 2: Situational Leadership

- Brief history of Leadership Thinking
- The Contingency Leadership Model

12:30pm – Lunch

02:00 pm – Session 2: Situational Leadership (Cont)

- What is your Leadership Style
- How to use Situational Leadership
- Case Studies

03:30pm – Afternoon Refreshment

03:45pm – Session 3: Understanding People

- Why successful leaders have a belief in and an understanding of people
- How to manage diversity
- How to improve your interpersonal skills
- The importance of good listening in interpersonal skills

05:00pm – Questions and Answers Session and the development of ‘Action Plans’

05:15pm – END OF DAY ONE



DAY TWO

09:00am – **Review of Day 1**

09:30am – **Session 3: Understanding People (Cont)**

- A model to understand human behaviour
- How to use the model to handle difficult people

10:45am – **Morning Refreshment**

11:00am – **Session 4: Performance Leadership**

- Establishing Performance Expectations
- Giving effective feedback

12:30pm – Lunch

02:00pm – **Session 4: Performance Leadership (Cont)**

- Encouraging to improve performance
- Taking action to lift performance
- Developing skills to improve performance

03:30pm – **Afternoon Refreshments**

03:45pm – **Session 5: Coaching/Counselling Skills**

- The leader's role in motivating people to achieve maximum performance
- When to coach and when to take corrective action
- Planning to coach
- Implementing the five step coaching format

05:00pm – **Questions and Answers and the development of 'Action Plans'**

05.30pm – **COURSE CONCLUSION**



Key points about this course

Leadership skills are critical for the advancement of any manager's career, as well as increasing productivity and efficiency in every organisation.

The **Principles of Leadership** is a dynamic program designed to provide managers at all levels of your organisation with practical, hands-on skills to improve their leadership effectiveness. This highly interactive program will help managers assess their current leadership skills and clearly identify the areas they need to work on in the future.

Participants will learn how to improve their leadership through better interpersonal relationships, how to change their leadership style to suit individuals and different situations, how to counsel more effectively...and much, much more.

Our highly qualified facilitators will work with participants individually on specific organisational and personal leadership issues. By the end of this program each participant will have a personalised 'action plan' to implement that will increase their ability as a leader.