

Course Title: Effective Leadership

Introduction

Why are some managers more effective, more productive, gain more commitment from their subordinates and tend to achieve performance standards in excess of what were expected, than others? Over the past twenty years, many studies have been carried out to identify the traits, actions and activities of managers of the world's most successful organisations. An effective leader puts his or her focus on the ACTIONS and BEHAVIOURS of subordinates and others. An effective leader is all about leadership values, behaviours and beliefs.

In the words of former America's President, Dwight D. Eisenhower, *"Leadership is the art of getting people to do what you want them to do because they want to do it."*

Learning Objective

On completing this learning, participants will lead their teams and guide the members to achieve pre-determined results in accordance with pre-determined performance standards and deadlines.

Course Contents

- **The Leadership Process**
 - The hallmarks of leadership and how to develop these
 - Self assessment exercise to determine one's present leadership level and leadership development plan
- **Leadership Styles**
 - The spectrum of leadership styles
 - Situational leadership
 - The leadership role
- **Tactics and Strategies in Leading**
 - Choosing the style of leadership for the situation – what will get the best morale, motivation and teamwork
 - How to make it work?
- **Major Leadership Skills**
 - Building and keeping the team
 - Motivating the team
 - Guiding and rewarding the team
 - Defining each team member's strengths and their overlapping roles
 - Decision making
 - Information sharing

- Communication
- **The Characteristics of a Leader**
 - Key personal values
 - Strength of character
 - Aspirations
- **Summarizing and Closing**

For Whom

Line and staff Managers, Supervisors, Executives and Professionals who need to lead others whether directly or indirectly.

Method of Learning

Short lectures, exchange of ideas with course leader through use of directed studies, case studies on the different leadership approaches, video tapes and role plays.

Date and Duration

Date: Wednesday, August 16, 2017

7 contact hours

Course Time: 9am to 5pm

Course Fee

Course Fee inclusive of GST (7%)

\$340/- (includes 2 Tea Breaks, Course Package Materials. Lunch is excluded)

Venue

3 Temasek Avenue, Level 21, Centennial Tower, Singapore 039190 (Next to Promenade MRT Station)

Course Facilitator

Johnny Lee

Johnny is a passionate speaker, trainer, and coach with more than 16 years of experience in developing and conducting impactful and transformational training and presentations to a wide range of audiences.

Johnny is certified by many accredited bodies and some of them includes:

- B.Sc. Econs. (Hons) Management Studies (UOL)
- Advanced Certificate in Training and Assessment
- Certified Master Practitioner of Neuro-Linguistic Programming
- Certified Emotional Intelligence (EQ) Trainer
- Certified Behavioural & Career Consultant
- Certified Administrator of DISC Personality Profiling
- Certified Consulting Hypnotist and Instructor (NGH)
- Approved WorkPro Work-Life Grant Trainer

He specialises and regularly conducts workshops and presentations on topics such as Leadership and Managerial Skills, Public Speaking and Presentation Skills, Negotiation and Influencing Skills, Communication Skills, Emotional Intelligence (EQ), Customer Service excellence, Team Building and Development, Personality Profiling (DISC), Stress Management, Workplace Relationships, and Productivity Improvement.

Johnny has 30 years of corporate leadership experience, successfully led and managed organisations from light to heavy manufacturing industry. He has effectively harnessed the individual brilliance of his co-workers to drive extraordinary performance and has personally groomed hundreds of confident and effective supervisors and managers.

Drawing upon his extensive knowledge, skills and experience in leading edge tools, techniques, and strategies from Neuro Linguistic Programming (NLP), Neuro Semantics, Emotional Intelligence (EQ), Behavioural and Personality Analysis, Hypnotism, and Human Needs Psychology, he has trained, and coached thousands of people, helping them to become confident and effective in their performance.

Contact

Please contact Mike Lin at +65 6222 3310 ext 510 or mike@primestaff.com.sg