

# HR Skills that Boosts Leadership!



The career paths of successful professionals often follow a progression to management and leadership positions. To achieve this, they need to acquire some HR skills; viz to interact and lead people effectively.

Although technical knowledge and skills are important, the career success of professionals has more to do with the ability to manage and lead people effectively, to achieve more than the sum of individuals in this age of rapid change.

Strong Leaders and Managers realize that they would have to focus more of their energy to lead and motivate a team of people. From knowing and doing things yourself to how to get things done through

others, they need to acquire a set of special skills, viz., the skills to organise, communicate, motivate, teach, influence and lead in order to gain willing cooperation from others for better organisational results

This 2 day course filled with activities, will expose participants to acquire the right knowledge, behaviour and mentality on how to recognise and habitualise the necessary skills that would help professionals make the transition to be an effective People Manager and Leader

## Workshop on HR-Leadership Skills Enhancement for Professionals (2 Days)



22<sup>nd</sup> and 23<sup>rd</sup> January 2019



9.00 am to 5.00 pm



Boardroom, Balai Ikhtisas Malaysia,  
Bangunan BIM, 51B Jalan SS21/56B,  
Damansara Utama, Petaling Jaya.

**Registration Fee : RM700/participant**

## Objectives

1. Enables you to build an increased awareness of your behaviour, needs and values, and how they impact your ability to communicate, influence and lead others effectively.
2. Understand how people are motivated and utilise effective methods to make them be so.
3. Understand how to get willing co-operation from others and to accept your leadership.

## Delivery Mode

A blend of training techniques incorporating

- Lectures
- Individual and Group

## Activities

- Case Studies
- Demonstration
- Role-Play

## Who should attend?

Accountants, Architects, Doctors, Engineers, Lawyers, Nurses, Surveyors, Veterinarians and others.

## 2 Day – Course content

### Day 1

#### Module 1: The Leader Manager

- Leadership Principles
- Self-awareness of management style
- Expectations of a Professional/Leader
- Concerns of a Professional vs Manager/Leader
- Building an effective team

#### Module 2: Build the “BRIDGE” first

- Build strong and trusting relationships
- Establishing Rapport
- Demonstrate and Create Trust
- How to make FRIENDS
- Leveraging your effectiveness through relationships.

#### Module 3: Communications

- The power of Words and Non-Verbal Communication
- Connecting
- Listening
- Influence
- Creative Communication Skills

### Day 2

#### Module 4: Dealing with difficult People Basic types of behavior (Thomas Kilmann Conflict management)

- Causes of difficult behavior (including your own)
- Types of behavior and how to deal with them
- Passive-Assertive-Aggressive

#### Module 5: To GROW – Accomplish it through TEAMWORK

- Know your team
- Managing others
- Team Dynamics
- Characteristics of a SUPER team
- Collaboration

#### Module 6: Energising others – Make them want to work with you

- Enthusiasm
- Giving Positive Feedback
- Acknowledging others
- Appreciation

#### Module 7: Connecting the dots

- Review of principles
- What have I learnt?
- How can I implement it?

## REGISTRATION FORM

I wish to participate in this workshop.

Full Name:

Organization:

Address:

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Enclosed is Cash / Cheque No. \_\_\_\_\_ of RM700.00, made payable to BIM Project Account. Other mode, please contact Secretariat.

Signature: \_\_\_\_\_

Date : \_\_\_\_\_



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