

BE EFFECTIVE LEADERS!

A LEADERSHIP PROGRAM FOR SUPERVISORS

Course Duration: 2-day; Instructor-led

Time Schedule: 9am-5pm

Lunch: 1:00pm- 2:00pm

Morning Tea-break: 10:30am-10:45am

Afternoon Tea-break: 3:30pm -3:45pm

INTRODUCTION

Leaders are one of the most important factors in determining the success of an organization. Now in the 21st century where the world is moving in a way faster pace with little signs of slowing down, with the younger millennials' generation started to take place in the talent pool, supervisor's leadership had just gone up to the next level of significance. Talents productivity and job performance at the workplace is merely a reflection of the supervision given. When it comes to operational effectiveness the role of a supervisor as a leader is the key factor to maintain and also raise the efficiency of the team. This program is designed to groom the supervisors to be the superstar of operations and also able to raise their leadership qualities, team effectiveness and also productivity through managements skills, motivation and attitude drive.

COURSE OBJECTIVE

At the program's conclusion, participants should be able to:

- Visualizing the transition to leadership role efficiently
- Identifying just what supervisory leadership is all about
- Identifying what are the different types of supervisory leadership that suits them the best
- Awareness of their own strengths and room for improvements in terms of leadership.
- Profiling themselves and their team to better understand how to connect & adapt effectively.
- Creating effective communication and instructions within the team or with other teams in the organization.
- Motivating and coaching themselves and their team for better productivity and results.
- Developing better problem solving and decision-making skills.
- Build a moving forward plan and develop solutions for themselves and their team.

METHODOLOGY

The method of learning would include:

- Content Based / materials
- Audio/ visual aids

- Assessment base
- Case studies reference
- Feedback / sharing
- Role-play

WHO SHOULD ATTEND:

- Non-executives' leaders
- Supervisors
- Supervisor candidates
- Managers

COURSE CONTENTS

DAY 1

Module 1: Be an Effective Leader

- Program Context Setting
- Working Agreement
- What are these things we call SUPERVISORS?
- The leader I want to be
- Challenges in Leadership
- Supervisor roles of the 21st century...

Module 2: Leadership Starts with Me

- The Iceberg Model
- Positive Mental Image
- Belief System
- Liberating Beliefs VS Limiting Beliefs
- Belief Cycle & Filtering Patterns

Module 3: Leadership Communications

- Communication in Daily Work
- Creating Effective Communication
- Do's & Don'ts in Communication

DAY 2

Module 4: Neuroscience in Leadership

- Emotional Factor in Leadership
- Neurochemicals & Their Influence
- The 5 Brains
- 4 Stage of Learning Competence Model
- Concept of Self
- The Ladder of Conclusions

Module 5: Values Lead to Results Model

- Behaviour Check
- DiSC Profiling
- 12 Competencies
- Applying DiSC @Work
- DNA Model

Module 6: Supervisors as Coaches

- Self-Coaching Model
- Feedback as Coaching Tools
- Coaches Ladder
- Focus: Problem VS Solution
- Commitment Setting
- Moving Forward