

People Leadership: *Styles & Skills* PROGRAMME

Your People - the Most Valued Asset

Date : 13, 14 & 15 Oct 2014
Time : 9.00am to 5.00pm
Venue : CDC Consulting Sdn. Bhd.

What Clients Say

"Overall, the programme has been very interesting. The course facilitator has helped make the class very lively. Very Practical."

Financial Services Organisation

"Course is excellent in creating an insight on developing people. I must praise the trainer for executing his points well."

Premier Automobile Company

ABOUT THE WORKBOOK

Making notes is part of the learning process and it aids memory retention as well. This workbook is designed to complement the training programme. The workbook contains explanations of the material discussed in class as well as supplementary reading material. The workbook has a wide right margin. This is to allow you, the participant to make notes during the class or as you read the materials.

METHODOLOGY

This programme emphasises real work issues, skills practice, and action planning. Post-course follow-up work is an integral part of the programme to ensure skills transfer. To achieve the best learning outcome, the following learning methods will be used:

- ◆ Videotapes
- ◆ Case studies & discussions
- ◆ Instruments / questionnaires
- ◆ Skills practice & role play
- ◆ Syndicate exercises
- ◆ Short lecture

FOR WHOM

- ◆ For people who have to manage people effectively

People Skills - An Organisation Is But The Result of Its People

People are an important resource to any organisation – in many ways, the most important resource. In today's economy, not only are people expensive assets, human capital has become as important, if not more so, than financial assets and physical capital. Hence, just as financial assets and physical capital have to be effectively managed, attention needs to be paid to the management and development of human capital. In particular, high potential employees and key personnel should be developed systematically and professionally, and not in a haphazard manner, in order to enhance an organisation's capability

People Leadership: *Styles and Skills* is a programme designed to improve an organisation's overall productivity through the development of human resources. It aims at improving an organisation's long-term competitive edge and short-term profitability through helping people achieve their maximum potential. In particular, this programme focuses on managers, team leaders, executives and front-line supervisors who have to work with and develop people - a group of employees critical to the development of human resources in any organisation.



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Mr. Soon Thiam Lam has been a resource person at several seminars and he will be able to share his wealth of experiences whilst facilitating the various training programmes. He has trained and consulted for organizations and multinational companies such as Khazanah, Shell Group of Companies, UEM, KLSE, Nestle, Petronas, Schneider Group of Companies in Malaysia, Thailand & Indonesia, Television Corporation of Singapore, Singapore National Semiconductor, Monetary Authority of Singapore, Western Digital, Wincor Nixdorf, Star Publication, Sony Technology Malaysia, Titan, Golden Hope, Konsortium Logistik, Emerson Process Management Manufacturing, OCBC, RHB, Hong Leong, Philips Semiconductors, Guthrie, Gamuda, Pacific Insurance, Sime Darby, Telekom Malaysia,

Celcom, Nippon Express, Cognis Oleochemicals, Toshiba Electronics Malaysia, Canon Marketing, Infineon, etc.



Programme Roadmap

Segment 1: Role Effectiveness

- Changing role in a changing world
- Leading people using a professional approach
- People leadership principles

Segment 2: Style Effectiveness

- Assess situation based on competence, commitment and context
- Apply task and emotional response to match different supervisory situations

Segment 3: Communication & Follow-Up Effectiveness

- Engage people
- Communication effectively in supervisory situations
- Develop an action plan
- Follow up

Segment 4: Skills Effectiveness

- Coach and guide others
- Manage critical situations
- Empower others and delegate assignment
- Manage poor commitment
- Counsel difficult cases

Registration Form

Participant(s) Name : (1) _____
 (as per MyCard) : (2) _____
 : (3) _____

Company Name & Address : _____

Designation : _____ **NRIC** : _____ **H/P** : _____

Tel (O) : _____ **Fax** : _____ **Email** : _____

Contact Person : _____ **Tel (DL)** : _____

Please Tick :

RM 1,500 per participant (Individual Booking) **RM1,350 per participant** (Group Booking)

* register 3 participants & above

Course Fee includes 3 Lunches, 3 Morning Tea breaks & 3 Afternoon Tea breaks

Payment Details: Cheque No: _____ **Amount (RM):** _____

(All cheques must be made payable to CDC Consulting Sdn.Bhd, crossed and marked A/C payee only)

Cancellation:

Please inform us in writing of any changes in your registration at least 2 weeks before commencement of seminar, after which 25% of course fee will chargeable. If no notification for cancellation is received by commencement date, the full course fee will be charged. However, replacement is allowed.