

7 Principles Of Supervisory Leadership (2 Days)

Details of the program

Date : 23rd – 24th July 2020

Time : 9am – 5pm

Venue : Concorde Hotel, Kuala Lumpur

Fee : RM1,500.00



Overview

This course is designed to help supervisors and leaders deal with real life challenges in today's business environment. The Enhancing Supervisory Leadership is a customized program focuses on the interpersonal skills required to be a great leader as well as address real issues facing Supervisors such as last minute changes, shortage of manpower, proper delegation of tasks, avoidance of micromanagement and others. Most people in supervisory, managerial, or other positions of leadership have exceptionally strong technical skills but are not equally strong in their interpersonal skills. This is because most people are hired and promoted based on how well they perform the "operational" functions of a position.

This course will benefit both new and experienced leaders in concentrating on the necessary skills to fine-tune their relationship-building skills.

Learning Outcomes

At the end of this course, you will explore the objectives on how to:

- Understand practical leadership tools and techniques that can be applied immediately.
- Be competent in developing Positive attitude in yourself and others, as well as Mindset using real hands on technique
- To encourage supervisors to practice 'effective delegation' rather than too much micro-handling themselves
- Knowing where and when 'to draw the line' between them and subordinates
- Being the effective 'Coach' as a Supervisor/Officer
- Master the techniques of engaging and be a competent leader via exercising "Leadership by Example".
- Recognize the importance of Emotional Intelligence (EQ) in having lasting leadership.
- How to motivate subordinates despite many challenges in the team
- Evaluate subordinates performance 'impartially and with neutral' outlook

Methodology

- Coaching and Performance role plays
- Use of real scenarios or types of leadership dilemmas or situations (Role plays)
- Empowering engagement by Trainer with Leaders during workshop
- Video clips on Supervisory Leadership & Communications
- As part of continuous learning (post training) initiative, a **Reference Sheet and Personal Action Plan (PAP)** reminder would be provided to each participant.



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Master Trainer

Dr. Harjit S. Sidhu (FCCA, NLP, IHA, Ph.D), has been in the corporate field for the past 16 years (in manufacturing, internet, travel & hospitality (hotel), music and consultancy industry) and in last 15 years, he has consulted and trained on various soft skills programs such as Leadership, Motivational, Lateral Thinking, Coaching & Counseling and NLP related programs to the working adults.

Being a competent & versatile leading trainer in the region as well as an experienced Certified Master Trainer of NLP (Neuro Linguistic Programming), Dr. Harjit shares the experience, techniques and mastery of these tools in order to get the desired results, including individual transformation' via Transformational programs conducted.

Dr. Harjit uses Experiential Learning techniques into his various training workshops to enable participants achieve a higher level of skill, professionalism and competency even in technical programs such as Finance.

Dr. Harjit obtained his Doctorate of Philosophy (**PhD**) in **Hypnotherapy** and an attendee of Tony Robbins's (world's No 1 success coach) —Unleash the Power Withinll program, and is a **certified NLP Trainer** (American Union of NLP; International Society of Neuro Semantics, USA). He is also a **Certified Hypnotherapist** (CH, USA), **Certified Coaching** (IMPA, USA) and a **Certified trainer with HRDC** (Human Resource Development Council and constantly develops new & unique programs that equips the working individual with powerful tools such as 'Transformational Communication' and others. He has been featured on radio talk shows on BFM 89.9 for various personal development topics. Dr. Harjit are one of few trainers that conducts **transformational programs such as 'Fire-walking', 'Glass-walking', 'Arrow breaking' and others** in Malaysia.

An international trainer, Dr Harjit's knowledge, experience and passion in personal skills development particularly in the science of human behaviour & metaphysics and how it applies to working and business environments allows him to approach the trainings in the most practical and hands-on manner. His programs have been conducted within ASEAN region (Malaysia, Singapore, Brunei, Myanmar, Sri Lanka, Pakistan, Thailand, Vietnam and India). Harjit possesses a unique ability of inspiring individuals, making complex topics and subject matter easy to understand. His clear and interactive style has won him much praises from participants from leading companies in Malaysia.

Course Outline

UNDERSTANDING YOUR SELF: ASSESSMENT AND REFLECTING IT FOR FUTURE IMPROVEMENTS : Doing effectiveness assessment

- Expectations from being a Supervisor (Competencies and values)
- Your experience (strengths and challenges of yourself); Identifying what can be improved as part of Succession Planning (being ready to be part of Management)
- SWOT analysis: Individual
- Self-aware, self-critical and takes remedial action

DRAWING THE LINE: Stepping up as a Supervisor/Officer/Leader

- Knowing 'where to draw the line' between you and co-worker
- Establishing respect with former colleagues whilst 'enforcing' your position as the Leader
- Engaging and building rapport with subordinates in order 'to win' them
- Knowing what subordinates look up for in their 'supervisor

ORGANIZING & EFFECTIVE DELEGATING : Minimizing Micromanagement and Microhandling

- Tips on how to delegate effectively
- Determine current skills in organizing and delegating
- Identify steps in the organization and delegation process
- Responsibilities and process
- Why supervisors should delegate and avoid micro-handling of tasks strategies

EMOTIONAL INTELLIGENCE skill / competency

- Understanding EQ.(Emotional Intelligence) and its pillars
- Putting into practice the elements of EQ into the supervisory function effectively
- Being Assertive and Managing with Heart (Empathy)
- Decision making using EQ (with productive results) in automotive parts industry
- Adaptability and readiness for change

Supervisor/Officer as COACH for Performance Development

- 5 insights leaders must possess
- The best way to get a good handle on the performance drivers behind each employee
- The GROW model of Coaching (GOAL-REALITY-OPTIONS- WRAP UP)
- The Coaching conversation (Supervisor – subordinate)
- Preparing yourself to coach – are you in the right frame of mind?

MOTIVATING OTHER and MAKING OTHERS PRODUCTIVE

- Identifying what most Leaders fail to do (expectation from below)
- How do we win the support and loyalty of subordinates?
- How do we motivate them? How do we get subordinates to do what you want them to do;
- Transformational Leadership and how to apply it
- How can leaders create environment for continuous improvement

EVALUATING PERFORMANCE

- Remaining impartial and neutral when doing performance appraisal of subordinates
- Setting clear expectations and communications them
- Summarizing performance in fair and meaningful way
- Make and implement sound decisions regarding corrective action
- Recommend strategies for continued professional growth

Registration Form

ORGANISATION

CONTACT PERSON

ADDRESS

ENROLLMENT (NO.
OF PAX)

TEL

EMAIL

TERMS AND CONDITIONS

COST FEE

Cost RM1,500 per pax (inclusive of all materials and certifications).

Please pay full amount of RM1,500 per person to secure your place.

The full fee is required with your registration 2 weeks prior to the training. The Fees include lunch, coffee/tea breaks and notes and Certificate of participation.

3 Persons registered are entitled to a 10% discount. Further discount are available for large group

Written Cancellation : Registration cancelled 7 days prior to the event are subject to a RM110.00 service

Charge per pax. There will be no refunds for notice received less than 7 days to the event.

A substitute may be made at anytime at no extra cost.

PAYMENT MODE

All Bank Draft / Local Order / Cheques must be crossed and made payable to:

Quantum Achievers International SDN BHD

BANK TRANSFER

Account Name – Quantum Achievers International Sdn Bhd

Account No – 512-400-500374 (Maybank)

All enquiries must be forwarded to: -

Quantum Achievers International S/B

Suite 7-23, 7th Floor, PV16, 2 Jalan Danau Saujana,

Danau Kota, 53300 Kuala Lumpur

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