

## FIRST TIME MANAGERS – EMERGING LEADERS DEVELOPMENT TRAINING

DURATION: 2 DAYS

TIME SCHEDULE

Time: 9:00am to 5:00pm

Lunch Break: 1:00pm to 2:00pm



Will your  
**First-Time Managers**  
Sink or Swim?

A recent study by  
The Ken Blanchard Companies  
with over 500 managers revealed  
**ONLY 15%**  
received any training prior to  
switching into the role of manager,



as a result  
**49%**  
felt  
unprepared  
to succeed.

### INTRODUCTION

As a Gen-Y manager, moving into a leadership role, developing specific leadership skills and techniques will enable you to maximize performance and get the most out of your team.

Leading others requires enhanced self-awareness, core skills such as managing conflict and increasing team performance, as well as the ability to maintain a goal-oriented vision.

Through the Emerging Leaders Development Training Course, you will gain insights and tools to build your personal, team and organisational effectiveness. You will learn to delegate effectively, set realistic goals and coach others in order to achieve.

This program maintains a strong interpersonal and personal development focus. You will gain the critical techniques, leadership skills and confidence you need to transform from a competent manager into a leader who reinvigorates and inspires their team.

*"Be yourself; everyone else is already taken."  
—Oscar Wilde —*

### BENEFITS

Upon completion of this program, participants will be able to:

- Prepare new managers to lead teams

- Help new managers plan their leadership career
- Help employers groom the next generation of middle managers
- Facilitate smooth succession at the middle level

## **BENEFITS**

Upon completion of this program, participants will be able to:

- Contribute to company strategy planning and execution
- Initiate design thinking process to identify areas for innovation
- Manage self and career
- Coach teams for high performance

## **KEY CONTENT**

### **MODULE 1- PERSONALITY AND SELF-AWARENESS**

- How My Perceptions Form My Reality
- Myers-Briggs Type Indicator Leadership Style
- Dig Deep To Discover Your Preference Personality
- Practical Communication Strategies With Different Personalities

### **MODULE 2- UNDERSTANDING YOURSELF AS A LEADER**

- Key Leadership Models And Frameworks
- Authentic Conversation With Life Line
- Leadership Role Model

### **MODULE 3- LEADERS THAT INSPIRE**

- Corporate Case Study On Leadership
- Reflection And Discussion

### **MODULE 4- CORE LEADERSHIP SKILLS**

- Communication Skills: Listening And Questioning
- Understanding The Power Feedback
- Strategies In Giving And Receiving Feedback

### **MODULE 5- PRINCIPAL OF TIME MANAGEMENT**

- The Pareto Principle
- A Process To Manage Self And Time

### **MODULE 6- MANAGING CONFLICT AT WORK**

- Conflict Resolution Strategies: Introduction And Practice
- Managing Difficult Conversations

### **MODULE 7- LEADERSHIP IN ACTION (CREATING SUSTAINABLE CHANGE AT THE WORKPLACE)**

- Create Accountability For Each Participant
- Setting Practical And Strategic Goals: Achieving Your New Commitments And Plans
- Follow-Up And Support System For Everyone

## **AUDIENCE**

This course is suitable for:

- Junior managers identified for middle management
- Staff in their first managerial position
- Staff transitioning to managerial position
- Staff in the strategy or CEO's office

## **METHODOLOGY**

The program will be delivered through a combination of Metaphoric and Learning-By-Doing approach, where the participants will be going through various simulation scenario which interacts with the subject itself. At each stage, the participants will need to exercise the skills that been taught and practice them to self-develop their level of skills.

Active learning activities are included to allow participants to engage actively in the learning process. Besides that, leading the participants through these activities will enable better understanding on the concepts. The active learning activities are:

- Group discussions
- Case studies
- Interactive storytelling
- Team Experiential Learning
- Brainstorming