



TRANSFORMING MANAGERS INTO LEADERS

14-15 June, 2023

Armada Hotel Petaling Jaya, Malaysia



**Limited seats available
GRAB YOURS NOW!!**

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INTRODUCTION

Management and leadership excellence are often the critical factors that determine effective execution of strategies. Today's managers and aspiring leaders face tough challenges on the road to excellence because they are constantly bombarded by changes or requests for changes.

Most organizations' goals are similar – increased revenue, higher profits, more sales, increased productivity, etc. The common factor for all the above is "The People". Obviously if the people fail, the organization fails as well.

Managers have the overall implied and expressed responsibility to ensure that the people are both able and willing to do the job. This is where the boundaries of Management and Leadership merge. An effective and productive staff needs to combine best practices of both to achieve the best results. Therefore the need to transform performing managers into leaders.

This program seeks to expose the participants to a broad base representation of additional skills and strategies for success in people management. The ultimate aim is for the participants to be better prepared in meeting specific business needs and objectives.

BENEFITS OF ATTENDING

At the end of this program, the participants should be able to

- Describe the functions of management
- Discuss the characteristics of an effective manager
- Explain the concept of PODC
- Identify the key issues and best practices in leading and managing people
- Describe the various ways we can leverage on Personalities at work
- Identify the key concepts and principles in communication and motivation
- Describe the process of personal change
- Use inherent behavioral traits and qualities for interpersonal excellence
- Explain the role of Leadership to enhance productivity & effectiveness

COURSE OUTLINE

REVISITING THE CONCEPT OF MANAGEMENT

- Management vs. Non-management
- Review of PODC
- Work management and conduit for achievements
- Catalyst for enhancing productivity

CHARACTERISTICS OF AN EFFECTIVE MANAGER

- Effective communication, observation and interpersonal skills
- Achievement orientation and focus
- Positive self-image and work habits
- Efficiency and effectiveness

MANAGER VS. LEADER

SELF-AWARENESS

- Who am I?
- Maximize potential through personality profiling
- Relating with others towards interpersonal excellence

ELEMENTS OF TRANSFORMATION

- Change
- Better results
- Higher purpose

CHANGE

- People change NOT organizations
- Levels of change
- The Change Triangle
- Process of personal change
- Reactions to change

INTRODUCTION TO LEADERSHIP

- Nature vs. Nurture
- Keys to leadership
- Leaders and followers
- Process of influence

LEADERSHIP PERSPECTIVE

- Leadership style survey

CRITICAL SKILLS FOR LEADERSHIP

- Communication
- Motivation

PUTTING KNOWLEDGE INTO PRACTICE

EUGENE TAN CREDENTIALS

Certified NLP Trainer
 Certified Master Trainer – Hypnotherapy
 Board Certified Hypnotherapist
 Certified Professional Speaker
 Directive Communication Psychology Certified Trainer
 Certified Stress Management Consultant
 Certified NLP Master Practitioner
 Certified Neuro-Semantics Master Practitioner
 Certified NLP Coach
 Certified “Words that Change Minds” Language and Behavior Profile for Coaching Practitioner
 Certified Master Practitioner of Time Line Therapy
 Certified Practitioner of Time Line Therapy
 Certified NLP Practitioner
 Certified Hypnotherapist
 Certified Hypnotist

METHODOLOGY

This program uses a finely balanced learning approach employing a combination of lectures, group discussions, reflections, demonstrations, practical hands-on activities and practice sessions to enhance the overall learning process.

WHO SHOULD ATTEND?

This program is suitable for any manager/ supervisor preparing for increased responsibilities and challenges in the leadership journey.

EUGENE TAN has been actively involved in various capacities of training and development for different organizations since 1993.

As a Certified Neuro Linguistic Programming (NLP) Trainer, he uses key concepts of NLP combined with Accelerated Learning principles for maximum effect during his sessions. With a keen understanding on the what, how and why of learning, his sessions are designed to maximize learning absorption and retention. Being a practical person, the ideas he advocates and shares are down to earth and readily applicable.

Eugene ensures that his sessions are always interactive, fun and never boring. His sessions seamlessly combine elements of high energy, high touch and high impact. When the situation requires, he will not hesitate to go high tech as well. In line with the key NLP concept, “All learning is state dependant”, he induces the optimum state of mind in the trainees to facilitate effortless transfer of knowledge.

He is a flexible and adaptable facilitator as evidenced by the numerous sessions that he has facilitated involving wide and diverse topics and situations - ranging from technical knowledge to soft skills, indoor to outdoor and instructor-led to participants centred.

Eugene specializes in the areas of leadership development, teambuilding, coaching and mentoring, emotional intelligence, stress management, communication skills and presentation skills. In addition, he is an approved and accredited trainer to conduct Train the Trainer (TTT) and Evaluation on Effectiveness of Training (EET) programmes for Pembangunan Sumber Manusia Berhad (PSMB).

With the accumulated years of up front training experience, he has facilitated or co-facilitated employees and associates from various MNCs, public sectors, universities and institutes of higher learning, large local organizations as well as small and medium industries and enterprises. He has also facilitated numerous sessions for schools and non-profit youth organizations.

He holds a Masters degree in Human Resource Management from University of Lincolnshire & Humberside (UK), Certificate in Learning & Development Practice, CIPD (UK) and the Certificate IV in Assessment & Workplace Training, Australia. Besides being fluent in English and Bahasa Malaysia, he is also conversant in Mandarin, which allows him to truly interact and connect with his audiences.

DELEGATE REGISTRATION FORM



Delegates

Name _____
Job Title _____
Telephone _____
Mobile _____
E-mail _____

Name _____
Job Title _____
Telephone _____
Mobile _____
E-mail _____

Name _____
Job Title _____
Telephone _____
Mobile _____
E-mail _____

Organization

Name _____
Telephone _____
Fax _____
Address _____

Authorization (This form is invalid without a signature)

Name _____
Job Title _____
Signature _____
Date _____

Contact Person

Name _____
Job Title _____
Telephone _____
Fax _____
Mobile _____

Please complete this form immediately and send back to:

Wendy:

Tel: +6016-335-5527

Email: wendy@nashbs.com

Payment Details

Payment is required within 7 days upon receipt of the invoice.

NASH BUSINESS SOLUTIONS SDN. BHD. (1068674-V)

Standard Chartered

Account No: **794194740755**

SWIFT Code: **SCBLMYKXXXX**

All payment must be received prior to the event date

Confirmation details

Joining details confirming your participation will be sent, once a registration has been received. After receiving payment, a receipt will be issued.

Cancellations/Substitutions

Substitutions are welcome at any time. Please notify us at least 2 working days prior to the event. All cancellations will carry a 10% cancellation fee, once a registration form is received. All cancellations must be in writing by fax or e-mail at least 3 weeks before the event date. Cancellations with less than 3 weeks prior to the event date carry a 100% liability. However, course materials will still be couriered to you.

Note: The investment fee does not include any taxes (withholding or otherwise). In case of any taxes applicable the client has to ensure that the taxes are paid on top of the investment fee paid for the course. Compliance with the local tax laws is the responsibility of the client.

TRAINING SCHEDULE

08.30 --- Registration & Morning Coffee
09.00 --- Training Starts
10.45 --- Morning Coffee Break
11.00 --- Training Resumes
13.00 --- Lunch
14.00 --- Training Resumes
15.45 --- Afternoon Coffee Break
16:00 --- Training Resumes
17:00 --- Training Ends

| Course | Regular Fee (per Delegate) | Group Fee: 3 or more pax (per Delegate) |
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| TRANSFORMING MANAGERS INTO LEADERS 14-15 June 2023, Armada Hotel, Petaling Jaya, Malaysia | RM2,995 | RM2,795 |