

WOMEN'S INSTITUTE OF MANAGEMENT

(INSTITUT PENGURUSAN WANITA (WIM))(Company No. 264164-K)

(A Non Profit Company Limited by Guarantee and Without Share Capital)



LEADING AND MANAGING YOUR



Introduction

Great plans and ingenious strategies are things just good to look at if there is no execution. For plans to work and strategies to be successful, a leader needs a great team to help him to achieve those goals. It is critical for the leader to be able to identify the strengths of the people in his team and to capitalize on those strengths as well as to identify the weaknesses in his team members so as to be able to minimize or manage those weaknesses.

This 2-Day workshop is designed to help you understand how a good team is formed and how to lead, manage and succeed with a team.

Content Outline:

1. Discovering your Leadership Style
2. Where do you want to go?
3. Forming a Team
4. Managing Conflicts in Teams
5. Leadership Communication and Teams
6. Transforming Yourself and Transforming Your Team
7. Transforming Your Team in Action
8. Creative Problem Solving Model and Team
9. Putting It All Together

Who Should Attend

- Management
- Those who have lead and manage teams

Training Methodology

This workshop is designed to use a blended approach of sharing knowledge concepts with practical workshop activities. Participants will learn from experiential exercises. The following tools and techniques will be used:

- Individual and group work
- Quizzes
- Peer group sharing
- Case studies
- Role play
- Videos
- E-V-P Communication Framework
- Stages in Team Framework
- Four "I" Concept
- Workbook
- 6-Facilitator's feedback and input

FACILITATOR

Philip Tan

- Bachelor of Laws (Hons), University of Wolverhampton, UK
- Practitioners' Diploma in International Advertising (Dip.IAA, New York)
- Cert.Ed (TESOL), Pantai Valley Teachers' College, Kuala Lumpur
- Master in Business Administration , Soft Systems Methodology, University of Hull, UK
- Higher Group Diploma in Public Relations, Sales Management, Marketing and Advertising (Institute of Commercial Management, Bournemouth, UK)
- Associate Estate Planning Practitioner (AEPP), UK

Philip is a public speaker, master trainer, researcher and consultant. He has held senior management portfolios in diverse industry and has over 15 years of experience in the field of corporate training. Among the organisations he has trained in-house includes Hewlett Packard, Ministries from the Government of Malaysia, I-CIMB, IM4U Sentral, Australian High Commission, COWAY, JOTUN, Malaysia Airports Berhad, SIEMENS, etc.

Leading And Managing Your Team

19th – 20th Jun 2017 (Mon-Tue), 9 am - 5 pm

Fees: Member – RM1000.00
Non-Member – RM1200.00
Group (min 3) – RM1100.00

Name (1): _____

Name (2): _____

Name (3): _____

Company: _____

Address: _____

Postcode: _____ City: _____

Tel: _____ Fax: _____

Handphone: _____ E-mail: _____

Payment Details:

By Cheque / Cash: I enclose cash/cheque RM _____ payable to **'Women's Institute of Management'**

Bank the payment into **Women's Institute of Management**'s account:
Bank : **CIMB Bank Berhad** Account No.: **8000694925**
(fax or email the bank-in slip as the proof of payment)

By Credit Card: Please charge RM _____ to my credit card: V / M

Name of Cardholder: _____

Credit Card No.: _____ Expiry Date: _____

Card Issuing Bank : _____

Please tick if you are WIM Member

I understand that a place is reserved when payment has been received by WIM

Signature _____ **Date** _____

REGISTRATION FORM

ADMINISTRATIVE DETAILS

Venue: 1st Floor, Wisma WIM
7, Jalan Abang Haji Openg
Taman Tun Dr. Ismail
60000 Kuala Lumpur.
Tel : 03-7725 0268 / 0288 ext 16
Fax : 03-7725 0286
E-mail : nyk@wimnet.org.my
Website: www.wimnet.org.my

Fees inclusive of 6% GST, refreshments, luncheon, course materials and Certificate of Attendance.

REGISTRATION POLICY

REGISTRATION

Registration Form must be completed and submitted together with full payment of the seminar fees to WIM before commencement of the seminar. Otherwise, we may have to treat your registration(s) as unconfirmed.

SUBSTITUTION OR CANCELLATION

Substitution of participant(s) is allowed provided WIM is notified in writing of the same with the name of the new participant(s) at any time prior to commencement of the seminar.

WIM reserves the right to cancel, reschedule or postpone the seminar due to unforeseen circumstances. Every effort will be made to inform registered participants.

PAYMENT

Payment paid is not refundable.

GROUP DISCOUNT

An organization sending 3 or more staff members to attend is entitled to RM1100 per participant.

HRDF SBL Claimable