



Women's Institute of Management

264164—K



# Women's Leadership Programme

HRDCorp Training Programme No : 10001142611

Training Duration: 42 hours (6 Wednesdays)

Commencement Date: May 2022

Training Delivery: Face-to-Face



For more information, please contact

*Women's Institute of Management*

*Address: 1st Floor, Wisma WIM*

*7, Jalan Abang Haji Openg*

*Taman Tun Dr. Ismail, 60000 Kuala Lumpur*

*Ms. Elaine- Tel: 03-77250268/77250288/012-3737124(Call/Whatsapp)*

*Email: lyc@wimnet.org.my*

*Fax: 03-77250286*

*Ms Slosnah Tel: 03-77221878/77310613/016-3416283 (Call/Whatsapp)*

*Email: slo@wimnet.org.my*

*Fax: 03-77282995*

## Course Modules for Women's Leadership Programme



### Module 1 The Leadership Paradigm

- \* What is Leadership?
- \* Introduction to leadership concepts & theories
- \* Consultative Leadership over Macho Leadership
- \* What is the difference between a Leader and a Manager?
- \* Is Leadership Action Oriented or Results Oriented?
- \* Future leadership directions

### Module 2 Transformational Leadership Psychology

- \* Introduction to the theory of transformational leadership
- \* Essential psychological foundations of transformational leadership
- \* Leadership's Ultimate Toll Box : Intelligence Quotient (IQ), Spiritual Quotient (SQ), Emotional Quotient (EQ) & Adversity Quotient (AQ)
- \* Understanding the theory of Organizational Control
- \* Future directions of transformational leadership

### Module 3 Professional Ethics, Corporate Governance & Social Responsibility

- \* Foundations of Ethics & Moral precepts
- \* Professional Ethics & Corporate Governance
- \* Professional Ethics & Social Responsibility
- \* Elements of an ethical organization
- \* Ethical issues & Challenges in a professional setting
- \* Professional ethics is the key to continued success
- \* Fundamentals of Corporate Governance
- \* The role of a Company Director
- \* Theory in Corporate Governance
- \* General Understanding of the Income Tax Act & Companies Act
- \* Case studies that promote Good Governance
- \* The role of a Conscientious Company Director
- \* Successful Employer-Employee Relationship

### Module 4 Fundamentals of Business Finance

- \* General understanding of Finance & Business
- \* How to read a Balance Sheet—Revenue Profit vs Capital Profit
- \* Business Start-up Challenges
- \* Key Forms of Business Ownership
- \* Fundamentals of a Financial Statement
- \* Understanding Income Statement
- \* Sole Proprietorship vs Partnership - Private vs Public

### Module 5 Leadership Communications and Negotiation Strategies

- \* Essentials of Professional Business Communication
- \* Power of Communication
- \* Strategies to Enhance Leadership Communication
- \* Barriers to Effective Communication
- \* Key Communication Challenges in an Organization
- \* Metrics & Methods for Implementing Change

### Module 6 Leading & Managing Talents

- \* Starting right with new hires and understanding your employees
- \* Talent management cycle
- \* Theory in Corporate Governance
- \* Roles & Responsibilities in Talent Management
- \* Align the workforce with organizational goals
- \* Performance Management in Managing Talents
- \* Talent Management Dos & Don'ts

## Learning outcomes upon completion of the Programme

- √ *Will acquire professional leadership fundamental knowledge*
- √ *Will gain relevant transformational leadership skills to perform effectively*
- √ *Will possess functional leadership skills to lead, manage and communicate effectively*
- √ *Will possess dynamic, professional and ethical leadership qualities*
- √ *Will be able to communicate clearly, using specific language with different level of people within the organization*
- √ *Will be capable of making decisions in critical and crucial time*

## Programme Structure



Schedule: This course is for 42 hours (6 days)

Duration: 42 Hours  
Schedule

Module code / Session	Time	Hours
Module 1- Day 1	9.00am-5.00pm	7 hours
Module 2 - Day 2	9.00am-5.00pm	7 hours
Module 3 - Day 3	9.00am-5.00pm	7 hours
Module 4 - Day 4	9.00am-5.00pm	7 hours
Module 5 - Day 5	9.00am-5.00pm	7 hours
Module 6 - Day 6	9.00am-5.00pm	7 hours
Total Hours		42



Methodology: This course will be conducted via face-to-face. It will be conducted via Lectures, Tutorial, Discussion, Presentations & Group Work.



Assessment: Assessment will be done via Assignment & Presentation.



Participants: This course is designed for any women who are in middle management or are aiming to advance their careers.

## REGISTRATION FORM

### Women's Leadership Programme

**Fees: Non -WBN Member – RM7,800    WBN Member – RM7,500**

Fees inclusive of Lunch, Teabreaks, Course Materials and Certificate of Completion

Commencement Date:.....  
Name : ..... I/C No:.....  
Designation:.....  
Company: .....  
Contact Person: ..... HP No: .....  
Address: .....  
.....  
Tel: ..... Fax: .....  
Email: .....

#### Payment Details:

By Cheque / Cash: I enclose cash/cheque RM \_\_\_\_\_ payable to  
**'Women's Institute of Management'**  
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 WBN Member

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

Signature:

Date:

#### REGISTRATION

Registration Form must be completed and submitted together with full payment of the programme fees to WIM 1 month before commencement of the programme.

Otherwise, we may have to treat your registration(s) as unconfirmed. WIM shall not be responsible for any additional expenses incurred by participant to attend the programme.

#### 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) 1 week prior to commencement of the programme.

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

#### PAYMENT

Payment paid is not refundable.

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