

## **METHODOLOGY:**

- Facilitator Interactive Presentation
- Individual Activity-Self Reflection
- Group Breakout Activity
- Relevant Video Presentation

# LEADING AND MANAGING - HOW TO LEAD AND MANAGE YOUR TEAM TO SUCCESS

## Who Should Attend This Training?

- Executives
  - Senior Executives
  - Managers
- 

## ➤ PROGRAM HIGHLIGHT

In the face of an increasingly competitive (even hostile) market, organisations are looking ways to stay ahead of the competition, serve their customers better, motivate their employees to higher level of performance and seek ways to save cost and increase revenues. This is by no means an easy challenge.

It involves systematic change, with change in structures and technology, system and procedures, staff and skills levels, mindset and commitment - all guided by a common shared vision or purpose, driven by a business strategy that delivers quality products and services to the customer - faster, better and cheaper. This is the essence of competitive advantage.

This program is thus crafted to provide an opportunity for participants to discuss, understand and identify the characteristics and requirements of an organisation going through such changes and the change in attitude and ways of working and relating needed, to ensure a smooth transition to a higher performance cultures and to stay ahead of the competition all the time.

## ➤ OUTCOMES

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

- understand the key roles and responsibilities of an effective managerial leader principles to enhance as well as their teams' performance
- learn the holistic and pragmatic approach of effective change and leading the team successfully
- acquire the necessary knowledge, skills and practices for maximizing results and successes of change
- participate and manage organizational change more systematically and effectively

### Session 1 : Introduction & Understanding the Big Picture

- Welcoming
- Ice Breaker- Knowing Me Knowing You
- Understanding the Big Picture
- Program Framework

### Session 2 : Knowing Yourself

- Understanding Self
- Management and Leadership

### Session 3 : Leading The Way

- Challenging Status Quo
- Setting Good Example

### Session 4 : Strategizing The Business

- Establish governance structure
- Align Strategies
- Align Goals and Objectives

### Session 5 : Clarifying Expectation

- Identify Deliverables
- Identify Measures
- Identify Behaviors

### Session 6 : Enabling Your People

- Provide training
- Provide job-aids, standards, work rules and procedures, guides

### Session 7 : Staying on Course

- Feedback and coaching
- Align incentives
- Reward and recognition

### Session 8 : Pursuing the Results

- Project Scoping
- Project Planning
- Project Execution

## REGISTRATION

[www.sirimsts.my](http://www.sirimsts.my)



(03) 5544 6340

(03) 5544 6300



[nurulh@sirim.my](mailto:nurulh@sirim.my)

[hamimah@sirim.my](mailto:hamimah@sirim.my)

## FEES

**RM1700/ PAX**

*\*excluding 6% SST*

(Discount: 3 or 4 pax - 5% /  
5 pax and above - 10%)





**SIRIM  
STS**

Standards+Training+Consultancy

# MANAGEMENT AND SOFT SKILLS TRAINING LEADING AND MANAGING - HOW TO LEAD AND MANAGE YOUR TEAM TO SUCCESS

Training Date: \_\_\_ / \_\_\_ / 20\_\_\_

Shah Alam, Selangor

## REGISTRATION FORM

Contact Person			
Company Name			
Company Registration No.			
Address			
E-mail			
Contact No.	HP:	Office:	Fax:

Please tick  for organisation type:

Local company	Individual	SME	MNC
Organisation/ Association	Company registered under state agency	Government	Others (organisation / societies / international)
GLC	Foreign company	Koperasi	Professional & technical services

Please tick  to indicate the nature of your business :

Aerospace	Agricultural	Automotive	Building/Construction	Chemical	Communication
Defence	Distribution	Education and Industrial Training Services	Electrical and Electronics	Environment	Financial/Banking
Food and Beverages	Green Technology	Health Related & Social Services	Tourism & Related Travel	Information Technology	Machinery and Equipment
Medical Devices	Nuclear Fuel Industry	Oil and Gas	Plastics and Rubber Products	Pharmaceuticals	Power Plant Industry
Publishing/Broadcast	Research and Development	Shipbuilding	Textile/Clothing	Timber And Wood	Transport
Water Supply Industry	Others (Please specify):				

### PARTICIPANT

No.	Name	Position	Email	Mobile No.
1.				
2.				
3.				
4.				
5.				

Signature : .....

Date : .....

**Disclaimer:** SIRIM STS SDN BHD is committed in ensuring the confidentiality, protection, security and accuracy of personal information made available to SIRIM Group in accordance with the Personal Data Protection Act 2010. It is your obligation to ensure that all personal information submitted and retained is accurate, not misleading, updated and complete in all aspects. SIRIM Group or its authorized officers shall not be responsible for any personal information submitted by SIRIM Group Staff that is inaccurate, misleading, incomplete or not updated.

Contact us :

(03) 5544 6340 (Farhanah)  
nurulh@sirim.my

(03) 5544 6300 (Hamimah)  
hamimah@sirim.my

Official Organisation  
Stamp :



Register online at: [www.sirimsts.my](http://www.sirimsts.my)