

Course title:	From technical professionals to management role
Target group:	Technical professionals who step into management role
Outcome:	The participants will learn the skills of how to transit themselves from task-focused role to people-management role, and as a team leader, how should they balance their workload, their time and so on.
Duration:	2 days (9 am ~ 5 pm)
Guideline:	<p>Day 1:</p> <p>Morning:</p> <ul style="list-style-type: none"> • 3 essential management capabilities: <ul style="list-style-type: none"> ○ The awareness of organizational culture ○ Outstanding personal qualification ○ Excellent competitive team leadership ability • Differences between professionals and team leaders <ul style="list-style-type: none"> ○ Group discuss and share • Fundamental working skill for a qualified team leader • How to be outstanding – your time management skill • Classic tool of prioritizing your workload and tasks • Case study – from technical professionals to team leader • Self-assessment – the 4 leadership styles • Share and discuss <p>Afternoon:</p> <ul style="list-style-type: none"> • Psychological theory - iceberg • Cooperate communication styles – upwards, downwards and between teams/departments • Communication tool – Johari window • People’s personalities identify skill • Pros and cons of written, oral, face-to-face in cooperate environment • Communication skill: <ul style="list-style-type: none"> ○ Listening skill ○ Questioning skill ○ Interactive skill ○ Feedback skill <p>Day 2:</p> <p>Morning:</p> <ul style="list-style-type: none"> • What’s a team?

	<ul style="list-style-type: none"> • 4 stages of team development • Team spirit and successful factors • Team motivation <ul style="list-style-type: none"> ○ The principles of motivation ○ The formula of motivation ○ The factors of motivation ○ Maslow's human needs of hierarchy • Team leader's un-delegatable responsibilities • Team conflict and handling skill <ul style="list-style-type: none"> ○ Case exercise • How to deal with stress • Q & A <p>Afternoon:</p> <ul style="list-style-type: none"> • Setting goals and make decision • SMART skill of setting goal • Brainstorming skill • Practical tools : <ul style="list-style-type: none"> ○ 3W skill ○ 5Why analyze skill ○ Fishbone analyze skill • 5 steps of classic decision making skill • Pair-comparison skill • Group – based exercise • Discussion and sharing • Summary • Q & A
	End of the training