

Course title:	<b>Essential Leadership Skills</b>
Target group:	For team leaders, department managers
Outcome:	To lay down solid foundation for leadership skill for modernized enterprises
Duration:	1 day (8.30 am ~ 5 pm)
Guideline:	<ul style="list-style-type: none"> <li>• 3 essential competencies for leaders: <ul style="list-style-type: none"> <li>○ The awareness of organizational culture</li> <li>○ Outstanding personal qualification</li> <li>○ Excellent competitive team leadership ability</li> </ul> </li> <li>• What's the essential competencies for management career development path</li> <li>• Outstanding qualities – how to use our time wisely and handle your workload efficiently?</li> <li>• Classic tool of prioritize your workload</li> <li>• How to eliminate 4 time wasters</li> <li>• Case analyze – from task oriented to people management</li> <li>• Discussion and sharing</li> <li>• Communication skill – iceberg theory</li> <li>• Communication tool – Johari window</li> <li>• Professional communication skill – to your team, to your boss, to other teams and departments</li> <li>• DISC personality analyze and people management skill</li> <li>• Written, oral, face to face communication pros and cons</li> <li>• Listening, questioning, interactive, feedback skills</li> <li>• Role play and exercises</li> <li>• Team motivation skill</li> <li>• Responsibilities of team leader</li> <li>• Understanding pressure</li> <li>• Conflict handling</li> <li>• Case analyze</li> <li>• What's competitive leadership concept?</li> <li>• Summary of the day</li> <li>• Q &amp; A</li> </ul>
	End of the training