



*Training Course:  
Leadership & Management Skills*

*17 - 21 February 2025  
Singapore*

## Training Course: Leadership & Management Skills

Training Course code: LS235437 From: 17 - 21 February 2025 Venue: Singapore - Training Course Fees: 5950 € Euro

### Introduction

In today's fast-paced and ever-evolving business landscape, effective leadership and management are crucial for the success of any organization. This 5-day training program is designed to equip participants with the essential skills and knowledge required to lead and manage teams effectively. Through a combination of theoretical insights and practical exercises, attendees will gain a deeper understanding of leadership and management principles, enhance their communication and team-building capabilities, and develop strategic thinking and planning skills. This program aims to foster a culture of continuous improvement and personal development, empowering participants to drive positive change within their organizations.

### Objectives

- Enhance Understanding of Leadership and Management:
  1. Distinguish between leadership and management roles.
  2. Identify various leadership styles and their impact on team dynamics.
  3. Understand the core functions of effective management.
- Improve Communication and Team-Building Skills:
  1. Master verbal, non-verbal, and written communication techniques.
  2. Build and lead high-performing teams through effective collaboration and trust.
  3. Develop conflict resolution strategies and decision-making skills.
- Develop Strategic Thinking and Planning Abilities:
  1. Foster a strategic mindset for analyzing internal and external environments.
  2. Craft clear and compelling vision and mission statements.
  3. Utilize strategic planning tools and frameworks to set and achieve organizational goals.
- Motivate and Develop Team Members:
  1. Apply motivation theories to enhance employee engagement and performance.
  2. Implement effective coaching and mentoring practices.
  3. Conduct performance appraisals and provide constructive feedback.

- Promote Personal Development and Work-Life Balance:
  1. Conduct self-assessments to identify strengths and areas for improvement.
  2. Develop time management and productivity techniques.
  3. Implement stress management strategies to maintain a healthy work-life balance.

## Target Audience

This training program is ideal for:

- **New and Aspiring Leaders:** Individuals who are new to leadership roles or aspiring to take on leadership positions within their organizations.
- **Middle Managers:** Managers looking to enhance their leadership and management skills to effectively lead their teams and drive organizational success.
- **Senior Leaders:** Experienced leaders seeking to refresh and update their knowledge of leadership and management practices.
- **HR Professionals:** Human resources professionals responsible for developing and implementing leadership and management training programs within their organizations.
- **Anyone Interested in Leadership and Management:** Individuals from any field or industry who wish to improve their leadership and management capabilities for personal or professional growth.

## Outline

Day 1:

Understanding Leadership and Management:

- Welcome and Objectives Overview
- Key Differences Between Leadership and Management
  - Definitions and core functions
  - Case studies and examples
- Leadership Styles and Their Impact
  - Autocratic, democratic, transformational, transactional, etc.
  - Self-assessment: Identify your style

- Effective Management Practices
  - Planning, organizing, leading, and controlling
- Role of Emotional Intelligence in Leadership
  - Self-awareness, self-regulation, motivation, empathy, and social skills

## Day 2:

### Communication and Team Building:

- Importance of Effective Communication
  - Verbal, non-verbal, and written communication
  - Active listening and feedback
- Building and Leading High-Performing Teams
  - Team roles and dynamics
  - Techniques for fostering collaboration and trust
- Conflict Resolution Strategies
  - Identifying sources of conflict
  - Techniques for managing and resolving conflicts
- Decision-Making and Problem-Solving Skills
  - Decision-making models and tools
  - Creative problem-solving techniques

## Day 3:

### Strategic Thinking and Planning:

- Introduction to Strategic Thinking
  - Importance of a strategic mindset
  - Analyzing internal and external environments
- Vision and Mission Development
  - Crafting clear and compelling vision and mission statements

- Setting Goals and Objectives
  - SMART goals Specific, Measurable, Achievable, Relevant, Time-bound
- Strategic Planning Process
  - SWOT analysis Strengths, Weaknesses, Opportunities, Threats
  - Developing action plans and monitoring progress
- Change Management
  - Understanding the need for change
  - Models and frameworks for effective change management

#### Day 4:

##### Motivating and Developing Others:

- Understanding Motivation Theories
  - Maslow's Hierarchy of Needs, Herzberg's Two-Factor Theory, etc.
- Techniques for Motivating Employees
  - Intrinsic vs. extrinsic motivation
  - Recognition and rewards systems
- Coaching and Mentoring Skills
  - Difference between coaching and mentoring
  - Effective coaching techniques
- Performance Management
  - Setting expectations and providing feedback
  - Conducting performance appraisals

#### Day 5:

##### Personal Development and Action Planning:

##### Self-Assessment and Personal Development

- Reflecting on strengths and areas for improvement

- Creating a personal development plan
- Time Management and Productivity
  - Prioritizing tasks and managing time effectively
  - Techniques for improving productivity
- Stress Management and Work-Life Balance
  - Identifying sources of stress
  - Strategies for maintaining a healthy work-life balance
- Developing an Action Plan
  - Setting short-term and long-term goals
  - Identifying resources and support needed
- Program Review and Next Steps
  - Recap of key learnings
  - Feedback and evaluation of the training program
  - Creating a follow-up plan for continued development

## Registration form on the Training Course: Leadership & Management Skills

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 □ Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
 +201095004484 to  
 provisionally reserve your  
 place.

Fax your completed  
 registration  
 form to: +20233379764

E-mail to us :  
 info@gh4t.com  
 or training@gh4t.com

Complete & return the  
 booking form with cheque  
 to: Global Horizon  
 3 Oudai street, Aldouki,  
 Giza, Giza Governorate,  
 Egypt.