



Effective Leadership: Transforming Your Mind and Enhancing Communication Skills

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Kuala Lumpur (Malaysia)





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Introduction:

This effective leadership and communication skills course is designed for those aspiring to supervisory, team leadership, or managerial positions. It emphasizes the profound impact that an individual's attitude has on their job performance, as the Harvard Business Review states.

According to the Harvard Business Review, "85% of the reason a person gets, keeps and performs well in a job depends on their ATTITUDE and only 15% on their APTITUDE". Aptitude is your University degree, diploma, training, and knowledge.

The Harvard Business Review highlights that the majority of a person's professional success stems from attitude rather than aptitude. Progressive companies recognize this and invest in Peak Performance Training and Staff Personal Development to elevate their staff's productivity.

This effective leadership and communication skills seminar will foster dynamic, positive changes in participants' mindsets, instilling motivational life attitudes that can propel them to new heights of excitement and achievement.

Enhancing Communication Skills:

Effective communication is crucial for any professional to become a transformative leader in today's fast-paced and interconnected world. As part of our comprehensive Effective Leadership Program, this course includes a dedicated Professional Communication Skills Course designed to refine your ability to convey thoughts, manage interpersonal relationships adeptly, and lead with conviction.

By enrolling in our Communication Skills Enhancement Training, participants can expect to receive a Communication Skills Certificate Course upon completion, showcasing their commitment to mastery in this pivotal area.

Our Effective Communication Skills Training Course weaves together theory and practical exercises, ensuring that our graduates are knowledgeable and skilled in applying these principles in real-world scenarios. Embrace this journey to Enhance Communication Skills and witness the synergy between Communication and Effective Leadership.

Our course is a testament to effective leadership communication and encapsulates the essence of effective leadership communication skills. Graduates of this Effective Leadership Skills Training Program are equipped to navigate the complex landscape of modern organizations with agility and effectiveness.

Targeted Groups:

- Managers.
- Supervisors and Team Leaders.
- Head of units.
- Employees are being groomed for managerial roles.

Course Objectives:

By the end of this effective leadership and communication skills course, participants will:

- Understand the specific role of supervisory management.
- Lead, motivate, and delegate.
- Understand the power of their incredible creative mind.
- Discern the crucial connection between the conscious and subconscious mind.
- Reprogram their mind for daily success and self-image improvement.
- Identify negative and restrictive mindsets.
- Understand the importance of teleological thinking.
- Understand the impact of positive attitudinal living.
- Identify destructive attitudes and how to replace them.
- Utilize the 3 major steps of motivation.
- Understand why motivation has to be created from within.
- Motivate and inspire others to achieve top-level performance and productivity.
- Use motivational strategies daily.
- Develop proactive motivation as a way of life.
- Define what real supervision is, and be able to explain to others what it is and what it means.
- Understand and practice basic supervisory skills.
- Define the difference between the supervisory and the operational roles.
- Explain what motivates you and describe ways to motivate others effectively.
- Manage performance for results.
- Use different techniques to communicate effectively with your team.
- Use an appropriate strategy for delegating to others.
- Motivate and support others in the achievement of targets.
- Empower yourself and the staff who work with you.
- Develop a high-performance team.
- Build personal empowerment into their team.

Targeted Competencies:

By the end of this effective leadership and communication skills course, the target competencies will:

- Leadership abilities.
- Managerial acumen.
- Effective communication.
- Interpersonal skills.
- Performance management.
- Creative and strategic thinking.
- Efficient time management.
- Prioritization.

Course Content:

Unit 1: Harnessing the Power of Your Mind:

- Understanding your amazing brain.
- The importance of the mind.
- Handling the challenge of change and transition.
- Sowing and reaping principle - Cause and effect.
- How conditioning has affected your life.
- Understand your conscious and subconscious mind.
- How to re-program your subconscious mind.
- Learn how to deal with destructive fear.

Unit 2: Selective and Creative Thinking:

- Discover the principle of replacement.
- How to deal with destructive thoughts.
- Find out why enthusiasm is so important.
- A mindset indicator.
- How to develop a positive mindset channel.
- Communication between your mind and your body.
- Dr. Bernie Seigle's observations.
- Teleological thinking.
- Develop a positive self-image and creative thinking.
- Your perspective will affect everything you do.

Unit 3: Discover the Significance of Attitudinal Living:

- What does 'attitude' really mean?
- Find the greatest discovery of the 20th. Century.
- Discover the power of personal and corporate resilience.
- See how your attitude will position you.
- Why do we need an attitude adjustment
- Advantages of a positive mental attitude.
- How to overcome a negative mental attitude with a PMA.
- How do you maintain the right attitude?

Unit 4: Attitude Management:

- Discover the 'Golden Rule' of interaction.
- What is the 'extra-mile' principle?
- Learn the 85% - 15% success principle.
- Discover the psychology of a winning smile.
- Explore how successful people manage their lives.
- Develop an attitude of personal determination and persistence.
- See how your attitude affects your fellow staff and customers.

Unit 5: Mind Set Motivation:

- Understand the 'as a man thinks' principle.
- Know the power of the cassette and CDs on the mind.
- The power of repetition.
- Why is motivation so important? What does it mean?
- Motivation creates energy.
- The key activity of the 100 most successful businessmen.
- Goal setting motivation.
- Discover what momentum motivation will do for you.
- The 2 major types of motivation.
- 35 ways to stay motivated.
- What does it mean to be proactive in every area of your life?

Unit 6: Who Do You Think You Are?:

- Self-awareness.
- Personal profiling.
- Assessing your current leadership style.
- Evaluate your abilities as a coordinator.
- Your preferred team role.
- Your communication style.

Unit 7: Enriching Your Communication Skills:

- Subjective experience and communication.
- Advanced language patterns for influence.
- Questioning and listening skillfully.
- Motivation and behavioural drivers.
- Hygiene factors and motivators.
- Glasser's innate drivers.
- Filters of experience.
- The emotional loop.

Unit 8: The Skills of The Coordinator:

- Time management.
- Prioritization.
- Teamworking skills.
- Essentials of project management.
- Meeting management.
- Effective use of IT to support coordination activities.

Unit 9: The Modern Leader:

- The 10 intelligences.
- Exploring emotional intelligence.
- Emotional intelligence and leadership.
- Theory X and Theory Y - push and pull leadership.
- Values and leadership.
- The culture of your organization.

Unit 10: Communicating, Coordinating, and Leading:

- Assessing team perception and objectives.
- Addressing key team challenges.
- Case studies and practical leadership applications.
- Personal action planning for future development.

Effective Leadership Skills:

Our curriculum is structured around fostering Effective Leadership Skills. As part of the course, participants will delve into various aspects of leadership, including:

- Developing an understanding of what effective leadership skills are.
- Engaging in Effective Leadership Training.
- Exploring Effective Leadership theories and applications.

Through this Effective Leadership Course, we aim to empower professionals with the skills and insights needed to excel in leadership roles, driving their career and organizational success to new levels.