



Asia Masters Center

Managing & Motivating Towards Excellence **Skills, Competencies, Traits & Techniques**



Managing & Motivating Towards Excellence: Skills, Competencies, Traits & Techniques

Course Objective

- Gain insights into their own strengths and weaknesses and leadership styles
- Be able to understand the emotional makeup of their teams, colleagues and customers
- Have begun to develop leadership competencies and skills to motivate employees
- Understand and begin to practice innovative leadership
- Have built a foundation for continuous Improvement
- Be able to harness their employees' emotional intelligence to release creativity in the workplace
- Understand and practice key people skills to motivate towards excellence

➔ Target Audience

- managers
- senior buyers
- project managers, civil engineers
- construction managers
- contractors, sub-contractors
- site engineers, senior management
- government agencies
- architects, construction professionals
- anyone responsible for purchasing at a senior level who seeks to enhance their skills further.
- Purchasing and supply chain managersProject managers

Course Outline

DAY 1

- **The Manager as a Strategist**
- The changing reality of organizational life
- New challenges and roles of the surviving manager
- Stakeholder analysis
- The challenges of motivating employees
- Strategic performance drivers of an effective organization
- The difference between leading and managing
- Creating a compelling strategic vision
- The power of living the values

DAY 2

- **The Manager as a Coach**
- Personal leadership styles
- Creating a personal legacy
- Case study – Leadership: The Art of Possibilities
- The value of good relationships
- The impact of expectations on performance
- Engaging employees on setting stretch goals
- Effective coaching meetings
- Creating individualized learning plans

DAY 3

- **The Manager as the Project Team Facilitator**
- Meetings: the #1 time waster
- Reducing meeting times by 50% and more
- The role of the facilitator
- The 5 types of meetings
- Creating an agenda that focuses process and content

- Dealing with behaviours dysfunctional meeting
- Encouraging creativity and innovation
- Ensuring that accountability is clear and actions are followed up

DAY 4

- **The Manager as Team Leader**
- Teamwork best practices
- Creating a high-performance team
- Empowerment and its link to performance
- Team decision making: when and how to achieve a consensus
- Performance measurement
- The 4 stages of team development
- Team-building techniques
- Conflict resolution
- Recognition and reward

DAY 5

- **The Manager as Change Agent**
- The challenge of personal change
- Six typical reaction to change
- The top attributes of change agents
- Influencing upward
- Six sources of power
- The importance of humility
- The secrets of assertiveness
- When to seek help

➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➡ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.

Price (USD)

**Communicate with the training department
to know the participation fees**

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null