



**Asia Masters Center**

# **Practical Tools for Effective Leadership: Motivating, Coaching, Counseling & Mentoring**



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## Practical Tools for Effective Leadership: Motivating, Coaching, Counseling & Mentoring

### ➔ Course Objective

- Study effective team operations
- Analyze effective communications strategies
- Understand how to give and receive effective feedback
- Consider tools for motivating and delegating
- Explore leadership styles
- Examine construction of a learning environment

### ➔ 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 managers  
Project managers



## ➔ Course Outline

### DAY 1

- **Starting From Within – You, The Team Leader**
- Know yourself and your role as a team leader – your strengths and style preferences
- Set personal goals to guide your outputs
- Prioritise your time and tasks effectively and train your team to do the same
- The power of role modelling and “Managing by Walking Around”
- Examine and challenge the impact of your belief system and limiting beliefs
- **Building Team Foundations**
- Learn from what high performing teams do
- Establish a stretching team purpose – developing a Team Purpose Analysis – TPA
- Map out stakeholders and their needs

### DAY 2

- **Establishing Team Environment, Membership and Roles**
- Build an energetic team environment
- Establish team roles – what’s missing in your team, what’s duplicated?
- Apply team development stages knowledge to inform your leadership interventions
- Identify and share individual’s social and work style preferences

### DAY 3

- **Building Outstanding Team Productivity, Progress and Learning**
- Deploy the lessons of motivational theory in managing the team



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- Influence and persuade stakeholders and partners
- Help the team cope with change and be resilient
- Develop a systems thinking perspective for continuous team improvement
- Conduct team “After Action” reviews and follow up actions and achievements
- Apply methods to celebrate team progress and successes

### DAY 4

- **Building Frictionless Team Communications**
- Improve and enhance individual and team communication skills – listening, questioning, clarifying and summarising skills
- Identify and develop strategies to overcome barriers to communications
- Use Appreciative Inquiry to develop positive approaches to team issues
- Give corrective and positive feedback that motivates
- Design and conduct productive team meetings
- Deploy the RACI approach to work allocation and reporting

### DAY 5

- **Dealing with Team Conflicts and Using Them to Improve Team Performance**
- Identify and resolve common team problems
- Using the Thomas-Kilmann conflict mode instrument
- Identify and manage dysfunctional, counter-productive team behaviour
- **Creativity for Team Problem Solving and Learning**
- Deploy methods to overcome mental blocks
- Obtain the benefits of brainstorming
- Make use of a range of creative and decision-making tools



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### DAY 6

- **The Need for Leadership in the Modern Workplace**
- The background against which we manage and lead in today's business
- The difference between doing, managing and leading
- Characteristics of highly effective leaders
- What leaders do to achieve results; leadership style; transformational leadership
- Leaders and practical motivation
- Developing a personal leadership mind-set
- Personal profiling: knowing our own leadership strengths and areas to develop

### DAY 7

- **Building and Leading Successful Teams**
- Achieving the high-performing team
- Developing team members
- Working successfully across team boundaries – team working and strategic alliances
- Identifying the essential factors in motivation. Linking theory to practice
- Decision-making with teams
- The benefits and barriers to delegation: knowing what and how to delegate – the different delegation styles
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### DAY 8

- **Developing the Key Players: From Performance Appraisal to Performance Management**
- Successful performance appraisal: the essential ingredients and the benefits



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- Leading performance appraisal forward to performance management
- Teleological thinking and target setting
- Agreeing and working towards objectives
- Building on success and recognising achievement
- Dealing with performance gaps
- Everyday coaching as a performance management tool
- Coaching styles and behaviours
- The leader as a mentor

### DAY 9

- **Key Communication Skills of Leaders**
- The essentials of effective interpersonal communication in the leadership role
- Personal communication skills: confidence, clarity, understanding and trust
- Communicating successfully with the team, with colleagues and with stakeholders
- Understanding assertiveness in leadership
- Using assertiveness to achieve win-win outcomes
- Communicating effectively in difficult situations

### DAY 10

- **Leadership Strategies, Ongoing Success and Tools for Building a Learning Environment**
- Defining a learning organisation
- The benefits of creating a learning environment and steps to achieving this
- Creating opportunities for team members to develop experience and confidence for ongoing success
- Managing and leading change: creating a shared vision



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- Leading successful change in modern business
- Action planning for return to work: seminar members will develop an action plan of Personal Leadership Actions they intend to apply on return to work
- The design of financial models for forecasting and decision-making

### ➤ **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.



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### **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**

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