



Asia Masters Center

Managerial Leadership and Administrative Development Strategy



Managerial Leadership and Administrative Development Strategy

➔ Course Objective

- Improve teamwork and team building skills through greater emotional intelligence
- Enhance cooperation through better relationship building skills
- Develop an emotionally intelligence work environment
- More efficient allocation of resources
- Greater flexibility in the organization
- Improved operating performance

➔ 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

- **Introduction to Emotional Intelligence**
- Understanding emotional intelligence & its components
- Significance of EQ to effective leadership
- Importance of perception
- Attitudes & behavior of leaders
- Consequences of low EQ to personal effectiveness
- Removing emotional blind spots

DAY 2

- **Psychology of Leadership**
- Theories of leadership
- Importance of self-concept
- Understanding personality styles
- Optimizing our personality strengths
- Adaptability in dealing with different personalities
- Task versus relationship oriented leadership

DAY 3

- **Apply Psychology in Leading in an Emotionally Intelligent Way**
- Enhancing self-awareness
- Empathy: Increase your level of social awareness
- Delegating tasks and responsibilities
- Influencing and inspiring people
- Identifying personality disorders
- Managing difficult behavior & poor performance

DAY 4

➤ Building an Emotionally Intelligent Team Based on Psychological Principles

- Importance of EQ to team effectiveness
- Motivating a high performance team
- Building unified teams
- EQ for building trusting relationships
- Conflict resolution for promoting consensus & collaboration
- Increase the EQ of your teams & entire organization

DAY 5

➤ Communication for Successful Leadership

- Giving & receiving feedback
- Psychology of persuasion
- Creating an inspiring vision
- Solving people problems at work
- Non-alienation for high EQ leadership
- Developing leadership integrity

➤ 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) |
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| <p>Communicate with the training department to know the participation fees</p> <p>➤ There are offers and discounts for groups</p> |
| <u>The details of the bank account</u> |
| <p>Bank name: CIMB Bank Berhad</p> <p>Account name: Asia Masters Center SDN. BHD</p> <p>Bank account number: 80-0733590-5</p> <p>Swift code: CIBBMYKL</p> <p>IBAN: Null</p> |