

Five (5) Practices of an Influential Leader 五個習慣令你成為成功領導者

MEDIUM : English / Cantonese

COURSE CODE : SPIL

DURATION : 1 Day

FEE : HK\$3,480

EARLY BIRD : HK\$3,180

28 Sep, 2018 (Fri)

It is an understatement to say that the role of a manager has changed dramatically over the past decade. Working with an ever-changing technology, a better-educated workforce, higher customer demands, and greater expectation for efficiency, managers and leaders today must play the roles of a visionary, an enabler, and a coach combined.

The purpose of this course is to provide participants the concepts, skills and techniques to lead others in a teamwork environment. Through various experiential and customised workshop activities, participants will learn how to lead a team achieve a common goal while developing its individual team members.

What participants will learn

At the completion of the course, participants will be able to:

- Model organizational values
- Inspire a shared vision
- Challenge and enhance an existing process
- Enable others to act
- Encourage the heart

Methodology Discussions, games, mini-lecture, role-play, dialogues, demonstrations, exercises

Audience Managers and executives



Course Outline

1. Understanding Leadership

- Managers vs leaders
- The power source for leaders
- Key characteristics of admired leaders
- Leadership as a demonstrable and learnable skill
- The Five (5) Practices Model

2. Model the Way

The best way to lead is to model what one believes in. Through an *experiential game and discussions*, participants will learn the concepts and skills in the following topics:

- Modelling and credibility
- Modelling organizational values
- Leading and modelling from the middle
- Modelling and story-telling
- When the going gets tough, the tough keeps modelling

3. Inspire a shared vision

People are willing to follow a leader because he/she can give them hope for a better tomorrow. Through a *case study and discussions*, participants will learn the concepts and skills in the following topics:

- Vision, mission and goal
- Looking beyond the next year
- Developing a vision in tough and changing times
- Communicating a vision to the constituents
- Getting others share your vision

4. Challenge the process

Leaders by definition are front-runners instead of contenders.

Through a *simulated exercise and discussions*, participants will learn the concepts and skills in:

- Looking for opportunity to make thing better
- Dare to experiment and innovate
- Learning from mistakes
- Provide a safe environment to learn
- Building on small wins

5. Enable others to act

Through a *game and discussions*, participants will learn:

- Focusing on excelling instead of winning
- Developing talents, skills and confidence
- Removing barriers
- Building trust and commitment

6. Encourage the heart

Recognition is just about the most powerful tool a leader can use.

Through a *video, discussions and role-plays*, participants will learn:

- Give credit where it is due
- Recognition and the happy index
- Recognition as a tool to motivate
- Key steps to recognize with sincerity

COURSE ARRANGEMENTS

Week	Course Date	Course Title	Course Code	Duration (Days)	Fees* (HK\$)	Enroll before these dates to Enjoy our Early Bird Rates	Cancellation Deadline	Medium of Instruction
September 2018								
3	Sep-18	Storytelling for Engaging Presentation	NEW SEP	1	HK\$3,480	HK\$3,180 Aug 24, 2018	Aug 29, 2018	C
	Sep-19	Customer Service and Complaint Handling	CSCH	1	HK\$3,480	HK\$3,180 Aug 24, 2018	Aug 29, 2018	C/E
	Sep 20-21	Project Management Workshop	PMW	2	HK\$6,480	HK\$5,980 Aug 24, 2018	Aug 29, 2018	C/E
	Sep-21	Influencing Skills to Power Up Persuasion	NEW IFSW	1	HK\$3,480	HK\$3,180 Aug 24, 2018	Aug 29, 2018	C/E
4	Sep-27	Effective Communication and Interpersonal Skills	ECIS	1	HK\$3,480	HK\$3,180 Aug 31, 2018	Sep 5, 2018	C/E
	Sep-28	Five (5) Practices of an Influential Leader	NEW SPIL	1	HK\$3,480	HK\$3,180 Aug 31, 2018	Sep 5, 2018	C/E
October 2018								
3	Oct-15	Influencing and Negotiating for Win-Win	NEW INWW	1	HK\$3,480	HK\$3,180 Sep 21, 2018	Sep 26, 2018	C/E
	Oct-16	Leading a High Performance Team	LHPT	1	HK\$3,480	HK\$3,180 Sep 21, 2018	Sep 26, 2018	C/E
	Oct-18	Presentation and Communication Skills	NEW PCS	1	HK\$3,480	HK\$3,180 Sep 21, 2018	Sep 26, 2018	C/E
	Oct-19	7 Thinking Tools to Generate Extraordinary Ideas	NEW 7TT	1	HK\$3,480	HK\$3,180 Sep 21, 2018	Sep 26, 2018	C/E
4	Oct 24-25	Managing People for Win-Win Results	MPWWR	1	HK\$6,480	HK\$5,980 Sep 28, 2018	Oct 3, 2018	C/E
	Oct-26	Handling Difficult People	HDP	1	HK\$3,480	HK\$3,180 Sep 28, 2018	Oct 3, 2018	C/E
5	Oct-29	Business Etiquette Workshop	NEW BEW	1	HK\$3,480	HK\$3,180 Oct 5, 2018	Oct 10, 2018	C

C = Cantonese, E = English

TIME: 9:00 am - 5:00 pm daily **VENUE:** Regal Hongkong Hotel, Causeway Bay, HK.

*** Fees include refreshments and buffet lunch**

PAYMENT AND CONFIRMATION:

- Seminar fees cover full set of course materials, lunch and refreshments. Seminar fees are payable in advance.
- For enrolment by fax, mail or email, CEL will issue an acknowledgement fax or email to the Authorized Person the next day from receipt of the enrolment.
- Enrolments received by fax, mail or email on or before early bird deadline will be entitled to the early bird rate.
- Joining instructions for confirmed registrations will be sent to the Authorized Person about 2 weeks before the seminar.

CANCELLATION AND SUBSTITUTION POLICY:

- There is no cancellation charge for cancellations made on or before the cancellation Deadline.
- Registrant(s) who fail to attend, or who cancel(s) after the cancellation deadline(s) are liable for the entire fee.
- All cancellations should be notified in writing.
- Enrolments received AFTER the cancellation deadline are subject to the same cancellation deadline.
- Registrants may send substitutions in their place anytime. However, substitutions are not allowed once a seminar has commenced.

ATTENDANCE CERTIFICATE:

A Certificate of Completion will be given to each delegate who have attended more than 70% of the enrolled course(s).

CORPORATE DISCOUNT SCHEME & QUANTITY DISCOUNTS:

Please visit our Website at www.celhk.com or telephone Ms Mak at 2838 1182 to inquire the above.

Communications Engineering Ltd. reserves the right to vary the course programmes or arrangement if this proves necessary.

ENROLMENT FORM

Name	Job Title	Tel No	Mobile No	Course Code
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____

Company Name :

Address :

Contact Person : (Mr / Ms) **Job Title :**

Direct Line : **Email Address :**

Mobile : **Fax :**

Authorized Person : (Mr/Ms)

Job Title : **Direct Line :**

Signature : **Date :**

Cheque enclosed for HK\$

Please note seminar fees are payable in advance

Made payable to **Communications Engineering Ltd.**
Please tick (✓) if you require a receipt

BY PHONE:
Call Miss Mak at:
2838-1182

BY POST TO:
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BY FAX:
Send enrolment form above to our FAX at number:
2838-7122

BY EMAIL:
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