

Innovations in Leadership *(a process-focused approach)*

變革型領導力

MEDIUM : English

COURSE CODE : INL

DURATION : 1 Day

It is difficult to find anyone who disagrees with the notion that leadership at every level of today's organisation is a critical success factor. But how is this achieved? We know that there are only a few great leaders and that leadership skills are very special. **This program will provide you with the critical processes needed to be an effective modern leader in any organisation, in either the Public or Private sector. This is a unique opportunity for you to really master the latest techniques and processes that will make a difference. You can use these powerful techniques yourself or for showing others. This is a very practical program:**

1. Master new research on how to use the critical leadership competencies
2. Regardless of your current skill level this program will make a big difference to you
3. Take away from this program useable processes to use yourself or when developing others
4. You will get information based on the latest proven research
5. You will be able to use a range of self-analysis tools unique to this program

Objectives

At the end of this program, participants will be able to:

1. Have completed their own self analysis to show their existing preferred style and have a plan for development
2. Know the best way to balance work to get the best from others using a proven process
3. Understand what work in leadership today and be able to avoid misinformation on old leadership ideas
4. See the critical behaviours of leadership in action and be able to understand how to put them into practice in day to day work
5. Use a quick process to be able to understand others styles and get maximum advantage to the benefit of your organization eg. Conflict resolution
6. Gain self confidence and establish faith in the process and benefits of the new methodologies of leadership through practice and case studies during this program

Training Methodology

Very participative; with *individual work* and *group activities*. During the seminar three (3) key *questionnaires* will be used to establish current style and finding out what's appropriate to improve and develop on. Use of current and recent *case studies with supporting DVDs* all of which will be carried out in an enjoyable and supportive environment.

Organization Impact

What you will get from sending people on this seminar:

1. Most people can become leaders at every level in the organisation – the talent pool is therefore bigger than previously thought.
2. Improved communications and organisational harmony
3. Standard approach to real business focused leadership
4. Using a process focused approach maximum benefit can be achieved as there is a standard methodology that can be duplicated
5. The process is appropriate at every manager/supervisor level in every discipline
6. Your employees will return to the work place with their own individual Action Plan for their development

Giveaways

1. Leadership Style Questionnaire
2. Adair Leadership Model
3. Chance to complete a Personality Profiler
4. Supporting training manual with all slides included

Individual Impact

Those attending will

1. Know that they need to do to be an effective leader in any organisation today
2. Improve communication skills using a variety of techniques and have the opportunity to practice in a very supportive environment
3. Have seen how the techniques work in the work place so that the leadership skills can be seen in context
4. Have a detailed manual which is fully indexed to provide you with a great reference in case you don't have the opportunity to put the skills into practice immediately
5. Gain confidence throughout this program

Who should attend?

Managers, executive, supervisors; in fact anyone who wants to excel by managing and leading people to get outstanding results through others. Also anyone who just needs to understand how leadership processes work in today's international business world.

Course Outline

1. How to create leaders at every level in the organisation

- What is the difference between managers/supervisors and leaders? - *Exercise*
- Who are the great leaders and why? – *team exercise*
- Examples of day to day leaders in organisations – *DVD clip (CS)*
- Unlikely leaders – so how are they successful
- Does personality have a part to play? – *discussion*
- What do you think are the key leadership behaviours – *exercise*
- What restricts you from developing (group work)
- *Review*
- The process approach – how anyone can be a leader

2. Critical tools needed to master the leadership process

- How we organise and execute work – the three (3) critical areas
- The three (3) key elements of the process of leadership - *questionnaire*
- *Discussion*
- The TASK, TEAM and INDIVIDUAL approach in action – *DVD (A) and group exercise*
- The importance of leadership style – leadership profiler – *demonstration and practical uses*
- Predominant styles in different cultures
- Recognising others style and working in harmony
- Conflict – how to handle it with great style

3. The six (6) critical Behaviors – a Master Class in Effectiveness

- Leadership in action – why the six (6) behaviors are so important
- *DVD* – a master class in being a leader
- *Group work and presentations*
- Six (6) behaviors and six (6) clear examples – *group work and feedback*
- How to motivate others – techniques that produce measurable results
- Getting work done through others – two (2) tools that will really get productivity results
- Use of the leadership baton
- *Review and your Action Plan*

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
January 2018								
3	Jan-16	Effective Communication Strategies	NEW COMMST	1	HK\$3,480	HK\$3,180 Dec 22, 2017	Dec 27, 2017	C
	Jan-18	Leading Virtual Teams Effectively	NEW LVT	1	HK\$3,480	HK\$3,180 Dec 22, 2017	Dec 27, 2017	C
	Jan-19	Business Etiquette Workshop	BEW	1	HK\$3,480	HK\$3,180 Dec 22, 2017	Dec 27, 2017	C
4	Jan-22	Effective Business and Email Writing	EBEW	1	HK\$3,480	HK\$3,180 Dec 29, 2017	Jan 2, 2018	C/E
	Jan-23	Persuasive Presentation Skills Workshop	PPSW	1	HK\$3,480	HK\$3,180 Dec 29, 2017	Jan 2, 2018	C/E
5	Jan-29	Face-to-Face Selling Skills	FFSS	1	HK\$3,480	HK\$3,180 Jan 5, 2018	Jan 10, 2018	C
	Jan-30	Key Account Management	KAM	1	HK\$3,480	HK\$3,180 Jan 5, 2018	Jan 10, 2018	C
February 2018								
1	Feb-02	Finance for Non-Finance Executives	NEW FNFM	1	HK\$3,480	HK\$3,180 Jan 5, 2018	Jan 10, 2018	C
2	Feb-05	Innovation in Leadership	INL	1	HK\$3,480	HK\$3,180 Jan 12, 2018	Jan 17, 2018	E
	Feb-05	Mastering Strategy and Turning Strategy into Results	STM	1	HK\$3,480	HK\$3,180 Jan 12, 2018	Jan 17, 2018	E
	Feb-06	The Key to Engaging your Workforce	NEW EYWF	1	HK\$3,480	HK\$3,180 Jan 12, 2018	Jan 17, 2018	C
	Feb-08	Managing Conflict and Disagreement	MCD	1	HK\$3,480	HK\$3,180 Jan 12, 2018	Jan 17, 2018	C/E

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 email, please provide all information per the standard Enrolment Form on this page.
- 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



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