

## Leading A High Performance Team

MEDIUM : Cantonese / English  
FEE : HK\$3,480

COURSE CODE : LHPT DURATION : 1 Day  
EARLY BIRD : HK\$3,180

9 Feb, 2017 (Thu)

The growing competition and rapid changes in today's business environment requires the support of high-performance teams with well-educated and highly skilled members. Such teams require a new breed of leaders who are motivational, action-based and results-driven. These leaders do not need to coerce their team members to perform, but can create an environment in which people **want** to perform. They possess the skills not akin to ocean liner piloting but white-water canoeing: Leading their teams to meet challenges and changes as they come, they can bring their teams to destination with pride and joy.

**The purpose of this course is to provide participants the skills and techniques to lead others in a teamwork environment. Through discussions, games and exercises, participants will learn how to lead a high performance team to achieve a common goal while developing its individual team members.**

### Audience

Team leaders, managers and project managers

### Methodology

*Discussions, mini-lecture, role-play, dialogues, demonstrations, exercises, simulated exercises and games*

### What participants will learn

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

1. Identify the characteristics of a high performance team
2. Differentiate between transactional and transformational leadership
3. Use coaching as a tool to lead and develop a team
4. Lead a team to meet challenges using both traditional problem solving skills and creative thinking skills

### Course Outline

#### 1. Understanding team work

- The advantages and trend towards teamworking
- What constitutes a team?
- Teams vs groups
- Teambuilding vs teamworking
- Stages of team development

#### 2. Towards a high performance team

- Characteristics of a high performance team
- Assessing team role and effectiveness
- Surviving forming and storming
- The role of leader in a high performance team
- Managing team diversities
- Developing team spirit
- Aligning team efforts to company mission
- Achieving team synergy

#### 3. Transformational leadership

- Transactional vs transformational leadership
- Characteristics of a transformational leader
- Lead by asking questions
- Motivating team members with purpose
- Developing ownership thinking
- Causing result-driven actions
- Nurturing a feedback culture

#### 4. Leading your team in problem solving

- When to use traditional wisdom and when to think Out of the Box
- Leader as a Facilitator
- Some tools in group problem solving and decision making
- Leading your team through Change
- Leading your team to think Out of the Box

## 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 |
|------|--------------|---|-------------|-----------------|--------------|---|-----------------------|-----------------------|
| 2    | Feb-09, 2017 | Leading a High Performance Team                     | LHPT        | 1               | HK\$3,480    | HK\$3,180 Jan 13, 2017                                  | Jan 18, 2017          | C/E                   |
|      | Feb-10, 2017 | 7 Thinking Tools for generating Extraordinary Ideas | NEW 7TT     | 1               | HK\$3,480    | HK\$3,180 Jan 13, 2017                                  | Jan 18, 2017          | C/E                   |
| 3    | Feb-13, 2017 | Time and Task Management                            | TTM         | 1               | HK\$3,480    | HK\$3,180 Jan 20, 2017                                  | Jan 25, 2017          | C/E                   |
|      | Feb-14, 2017 | Effective Email Writing                             | EMAIL       | 1               | HK\$3,480    | HK\$3,180 Jan 20, 2017                                  | Jan 25, 2017          | C/E                   |
|      | Feb-15, 2017 | Persuasive Presentation Skills Workshop             | PPSW        | 1               | HK\$3,480    | HK\$3,180 Jan 20, 2017                                  | Jan 25, 2017          | C/E                   |
|      | Feb-16, 2017 | Win-Win Negotiation                                 | WIN         | 1               | HK\$3,480    | HK\$3,180 Jan 20, 2017                                  | Jan 25, 2017          | C/E                   |
|      | Feb-17, 2017 | Coaching Skills Workshop                            | CSW         | 1               | HK\$3,480    | HK\$3,180 Jan 20, 2017                                  | Jan 25, 2017          | C/E                   |
| 4    | Feb-20, 2017 | Problem Solving and Decision Making                 | PSDM        | 1               | HK\$6,380    | HK\$5,880 Jan 27, 2017                                  | Feb 01, 2017          | C/E                   |
|      | Feb-21, 2017 | Influencing Others without Formal Authority         | IFSW        | 1               | HK\$3,480    | HK\$3,180 Jan 27, 2017                                  | Feb 01, 2017          | C/E                   |
|      | Feb-22, 2017 | Project Management for Busy People                  | NEW PMW1    | 1               | HK\$3,480    | HK\$3,180 Jan 27, 2017                                  | Feb 01, 2017          | 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

\*\* We accept P. Cards

### 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](http://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:**  
Communication Engineering Ltd.  
Room 903, Connaught Commercial Building,  
185 Wan Chai Road,  
Wan Chai, Hong Kong



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



**BY EMAIL:**  
[cel@celhk.com](mailto:cel@celhk.com)