

Leadership Skills Workshop

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

COURSE CODE : LSW
EARLY BIRD : HK\$3,180

DURATION : 1 Day

17 May, 2017 (Wed)

In a world of rapid changes and innovations, it is surprising to see many organizations are still governed by management practices that were essentially developed in the Industrial Age. Most managers found themselves faced with an increasing proportion of workers who are unmotivated order-takers, or dissatisfied burnouts. Some suffer from the burden of carrying too many under-performers. Some see a high staff turnover.

The purpose of this course is to provide participants four (4) new perspectives to lead others in a rapidly changing environment. The program is especially useful for those who are open to new management practices, and prefer innovation to strict compliance in their business environment.

What participants will learn

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

- Identify the roles and key elements of modern day leadership
- Facilitate emotional management in the team
- Influence others
- Drive a change
- Lead by asking the right questions

Methodology

Games, discussions, mini-lecture, role-play, dialogues, demonstrations, exercises

Audience

Executives, managers, project managers, team leaders

Course Outline

1. The multi roles of a modern day leader

- Leading from the middle: Reality and challenges
- The various roles of a leader
- The differences between leadership and management
- Four key dimensions of leadership
- What do people want from their leader?
- The 4 powers of a modern day leader

2. Leadership and emotional management

- Why your attitude and mindset affect you and everyone else
- Emotional management and EQ
- Managing your own emotions
- Facilitating emotional management in the team

3. Using your influential power to lead

- developing your "influence assets"
- identifying "hot buttons"
- getting what you want by helping others get what they want

4. Driving change

- understanding change and change drivers
- being a change agent
- driving changes
- overcoming resistance

5. Leading by asking

- Why at times asking is the best thing to do?
- The right questions to ask
- Questioning techniques

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
April 2017								
4	Apr-25	Business Etiquette Workshop	NEW BEW	1	HK\$3,480	HK\$3,180 Mar 31, 2017	Apr 5, 2017	C/E
	Apr-25	Presentation and Communication Skills	PCS	1	HK\$3,480	HK\$3,180 Mar 31, 2017	Apr 5, 2017	C/E
	Apr-26	Professional Image and Presence Workshop	NEW PIPW	1	HK\$3,480	HK\$3,180 Mar 31, 2017	Apr 5, 2017	C/E
	Apr-28	Strategy Design and Implementation	NEW SDI	1	HK\$3,480	HK\$3,180 Mar 31, 2017	Apr 5, 2017	E
May 2017								
2	May-08	Adapting to Change	NEW A-CHM	1	HK\$3,480	HK\$3,180 Apr 13, 2017	Apr 18, 2017	C
	May 09-10	Survival Skills for Managers and Supervisors	SSMS	2	HK\$6,480	HK\$5,980 Apr 13, 2017	Apr 18, 2017	C
3	May-15	Managing Conflict and Disagreement	MCD	1	HK\$3,480	HK\$3,180 Apr 21, 2017	Apr 26, 2017	C/E
	May-16	Effective Communication and Interpersonal Skills	ECIS	1	HK\$6,480	HK\$5,980 Apr 21, 2017	Apr 26, 2017	C/E
	May-17	Leadership Skills Workshop	LSW	1	HK\$3,480	HK\$3,180 Apr 21, 2017	Apr 26, 2017	C/E
4	May-23	Key Account Management	NEW KAM	1	HK\$3,480	HK\$3,180 Apr 28, 2017	May 3, 2017	C/E
	May-25	Mediation Skills to Handle Conflicts and Complaints	NEW MSHCC	1	HK\$3,480	HK\$3,180 Apr 28, 2017	May 3, 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

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



BY PHONE:
Call Miss Mak at:
2838-1182



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