



LEADERSHIP COMPETENCY AND MOTIVATION SKILLS (2 Days)

BACKGROUND

What is leadership, competency and motivation? Understanding these three concepts will allow current and future leaders to function effectively. Conversely, without understanding, it would be like leading in darkness without proper direction.

This program will provide a clear understanding of all the three concepts, plus more. Participants who are currently leaders can reflect on how they have been carrying out their functions in the past. Future leaders will use the knowledge gained as a reference to be useful when they become leaders.

While a simple definition of a leader is someone who leads followers, this program dwells deeper into the different types and styles of leadership and how leaders should conduct themselves in different situations.

On competency, focus will be on being visionary, assertive and goal driven. A leader is also expected to have high ethical and moral standards.

Being able to motivate self and others is important in leadership. Having motivating skills, a leader can effectively get results through others.

Indeed, having leaders who are competent and motivating will lead to success in the organization.

METHODOLOGY

A blend of training techniques incorporating lectures, simulations, group discussions, and role-plays.

PARTICIPANTS

This program is designed for supervisors, managers and executives who lead and manage teams.

CONTENTS

The overall contents of the program are as follows:

- Leadership definition, types and styles, and situational leadership
- Competency definition and necessary competencies for effective leaders
- Motivating self and others

AGENDA:

DAY 1	
TIME	CONTENT
9.00 – 10.45 am	Introduction and Icebreaker <ul style="list-style-type: none">• Introduction to the program• Icebreaking activities Assessment <ul style="list-style-type: none">• Pre-training assessment
10.45 – 1.00 pm	Leadership <ul style="list-style-type: none">• Managers and Leaders• Characteristics of effective leaders• Leadership types and styles
1.00 – 2.00 pm	Lunch
2.00 – 3.45 pm	Competency <ul style="list-style-type: none">• Knowledge, skills and attitude
3.45 – 5.00 pm	Leadership Competencies <ul style="list-style-type: none">• Being visionary, assertive and goal driven• Ethics and morality

DAY 2	
TIME	CONTENT
9.00 – 10.45 am	Recapitulation <ul style="list-style-type: none">• Leadership & competency
10.45 – 1.00 pm	Motivation <ul style="list-style-type: none">• Motivating, influencing and inspiring• Levels of motivation• Reward and punishment
1.00 – 2.00 pm	Lunch
2.00 – 3.45 pm	Motivation (Contd) <ul style="list-style-type: none">• Motivating self• Motivating others
3.45 – 5.00 pm	Closing <ul style="list-style-type: none">• Summary and discussion• Post-training evaluations