



## # Public Training/Workshop#

# TRANSFORMATIONAL LEADERSHIP

(Be a leader, not just a manager)

*"The Art Of Lifelong Learning"*

### Objectives :

- ◆ To enhance the participants' Management and Leadership skills by bringing out their "gift" and leadership styles.
- ◆ To equip the participants' with tools and skills to understand their personalities, leadership styles and how it affects others.
- ◆ To increase the knowledge of how to read another person's personality and to communicate with them more effectively.
- ◆ To help participants understand their own team members' personalities and their team culture.
- ◆ Learning how to motivate and lead their teams effectively.
- ◆ Overcoming difficult subordinates and situations.
- ◆ Learning how to TAKE CHARGE AND LEAD!!!
- ◆ To develop a Mastery of Human Behaviour at work.
- ◆ To embark on an Organization Development Programme using Psychological Type as a framework.
- ◆ To improve work and team performance through the mastery of human relations.

### Methodology :

- ◆ Interactive Lecture
- ◆ Discussion , Group Dynamics & Workshop
- ◆ Case Studies
- ◆ Simulation And Games
- ◆ Learning Debriefing
- ◆ Video
- ◆ Individual/Group Presentation



### Date :

4-5 April 2016

### Duration :

2 days

### Medium :

English

### Venue :

Ambassador Row Suites Hotel

### Trainer :

Saiffuzain Salim

### Program Schedule

<b>Registration</b>	: 8.30 Am
<b>Morning Session</b>	: 9.00 Am - 10.30 Am
<b>Morning Tea</b>	: 10.30 Am - 10.45 Am
<b>Lunch</b>	: 1.00 Pm - 2.00 Pm
<b>Afternoon Session</b>	: 2.00 Pm - 3.30 Pm
<b>Afternoon Tea</b>	: 3.30 Pm - 3.45 Pm
<b>End</b>	: 5.00 Pm

### Who Will Benefits ?

- ◆ Manager Head Of Department
- ◆ Senior Manager
- ◆ Junior Manager
- ◆ Senior Executive
- ◆ Chief Executive Officer
- ◆ General Manager
- ◆ Newly Assigned Managers



# Course Content

## Day 1 & 2, Participant will Learn ;

### Module 1: Being An Effective Change Agent

- ◆ As a change agents, one must know where they are going and must be prepared to make the changes to get there. Short and long term planning must be in place with clear objectives well defined. An effective change agent must also help others to change.
- ◆ Participants will also learn the key skills and strategies in successfully implementing change in the organization including how to deal with denial and resistance, how to handle conflicts during implementation. Participants will be taken through several processes, including the measuring and analyzing processes, which ensures progress and an improvement framework.

### Module 2: Change Management : Propelling to the future

- ◆ Here the participants will explore the cause of changes in their organisation and also in their lives and how these changes will affect the organisation, management and team members.
- ◆ Participants will look into practical ways to equipped themselves to face these changes. Exercise and experiential learning will be conducted for the participants to have a hands-on effect that will allow them to experience the emotions of an actual situation in which classroom/ lectures style fails to establish.

### Module 3: Managing and Implementing Transformational Process Through Understanding Personality Preferences and Leadership Style

- ◆ To help Team Members understand each others' personality preferences, thus enhancing **effectiveness in communication and interaction at work**.
- ◆ To instill in Team Members that difference in people's personality preferences may be to their advantage rather than the cause of friction in relationships. **Finding strengths and areas to develop in their Team Members**.
- ◆ To help Leaders look at their own weaknesses and strengths and the way they interact and understand the **BIG difference between Managing and Leading**
- ◆ To understand how to help others **achieve their full potential** and goals and appreciate their differences.
- ◆ Using understanding of personality types to accommodate the needs and personalities of colleagues and superiors and to learn **constructive response** to conflicts. Developing the **framework for problem solving**.

### Module 4: "Maintaining The Momentum" Using Advance Application To Leadership and Management

- ◆ **Motivation** – Self and Others. Learning how to inspire and develop others. The Hertzberg Motivational Profile will be used in this session to understand each other's motivation level.
- ◆ **Performance Management** – Participants will learn how to coach, mentor and appraise their team members without fear or hesitation effectively.
- ◆ **Roles and Responsibility of being a change agent** – Here the participants will learn the do's and don'ts of what it means to be a change agent. The participants will begin to see what it takes to make that transformation to a leadership and management.
- ◆ **Pushing The LIMITS !** – Secrets to being a **SUCCESSFUL LEADER**

### Module 5: Transforming a strong and effective team.

- ◆ In this module participants will learn how to transform strong and effective teams. They will be able to create their own Team direction and mission for them. Practical methods on building and maintaining strong teams through leadership will be shared in this section. Ideas on spotting potential team problems and preventing them from happening, will be discussed.
- ◆ Participants will learn what it means to be in a Team and how their actions, decisions and attitude affects everything that happens in a team.
- ◆ They will also learn how to identify different Team situations and to sustain growth and team spirit among themselves.
- ◆ Participants will have the opportunity to explore various situations which would require strong bond and teamwork. These learning experiences will be related back to the work environment for greater effectiveness.



## Trainer's Profile

**Saiffuzin Salim** is an accredited administrator of the Myers-Briggs Type Indicator and Interstrength®, an instrument that helps people understand their psychological preferences, improve relationships and fulfill human potential, Work Motivation Inventory®, Firo-B® all of which form the basis of his training programs.

He's also a qualified Emergency First Aid Responder Instructor. His academic background is English, completed his secondary education in Singapore and later majored in accounting. He started working as an external auditor and his last position was a senior accounts manager. He had undergone career metamorphosis as trainer and consultant.

His repertoire of topics focuses on methods to enhance interpersonal communication for teams, team building, problem solving and decision making, train the trainers and the delivery of impactful sales program. He conducts his training programs throughout Malaysia. Known to be an energetic and dynamic trainer, Saiffuzin have conducted training and facilitation for corporate organizations. Such as: Kumpulan Karangraf Sdn Bhd, Multi Modal Freight Sdn Bhd, Putrajaya Corporation Sdn Bhd, Golden Arches Restaurants Sdn Bhd, HSBC Bank Berhad, Malaysian Aids Council, Philip Morris (M) Sdn Bhd, CSA (M) Bhd, SKF Sdn Bhd, SME Banks, Teknik Janakuasa Sdn Bhd, Bank Islam Malaysia Berhad, MBF Cards Malaysia Sdn Bhd, Finisar (M) Sdn Bhd, Totoku (M) Sdn Bhd, Denso Malaysia Sdn Bhd, Negeri Sembilan Cement Industries Sdn Bhd, Dunham-Bush (Malaysia) Bhd, Moccis Trading Sdn Bhd, Convenience Shopping Sdn Bhd, Kenseisha (M) Sdn Bhd, Perodua Sales Sdn Bhd, UMW Corporation Sdn Bhd, Koperasi NSTP Bhd, Wyeth, Bristol Myers Squibb Sdn Bhd, B Braun and Cycle and Carriage Bintang Berhad.

He has also delivered talks for corporate and voluntary organizations in Kuala Lumpur that include MARTRADE, Bernama, Pengasih, Air-port Limo (M) Sdn Bhd.



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### PUBLIC TRAINING CALENDER Jan - Mar 2016

Month	Program	Date	Place	Promotion - Early Reg
JAN	Quality Performance Indicator for Accounting Personnel	6-7 Jan	Ambassador Hotel Suite , Lanson Place	Discount 20% Before - 29 December 2015
	Air-Conditioning And Refrigeration System Operation & Trouble Shooting	13-14 Jan	Monterez Golf Club	Discount 20% Before - 4 January 2016
	Rigging & Slings	18-19 Jan	Monterez Golf Club	Discount 20% Before - 6 January 2016
	EQ & Stress Management	20-21 Jan	Ambassador Hotel Suite , Lanson Place	Discount 20% Before - 8 January 2016
	<a href="#">Product Brand Management</a>	27-28 Jan	Ambassador Hotel Suite , Lanson Place	Discount 20% Before - 18 January 2016
Please call us NOW if you are entitle for special promotion +603-5542 0023 (Hunting Line)				
Feb	<a href="#">Budgeting and Planning</a>	3-4 Feb	Monterez Golf Club	Discount 20% Before - 22 January 2016
	<a href="#">The Science &amp; Art Of Coaching For Managers</a>	15-16 Feb	Ambassador Hotel Suite , Lanson Place	Discount 20% Before - 5 February 2016
	<a href="#">Finance For Non Finance</a>	17-18 Feb	Monterez Golf Club	Discount 20% Before - 5 February 2016
	<a href="#">Excellence Business Communication &amp; Negotiation Skills</a>	22-23 Feb	Ambassador Hotel Suite , Lanson Place	Discount 20% Before - 10 February 2016
	Effective Domestic Inquiry Skills	24-25 Feb	Ambassador Hotel Suite , Lanson Place	Discount 20% Before - 12 February 2016
Please call us NOW if you are entitle for special promotion +603-5542 0023 (Hunting Line)				
Mar	<a href="#">Higher Productivity &amp; Effective Supervisory Skill</a>	2-3 Mar	Ambassador Hotel Suite , Lanson Place	Discount 20% Before - 19 February 2016
	Design Of Experiment (DOE) For Quality Improvement	7-8 Mar	Monterez Golf Club	Discount 20% Before - 26 February 2016
	<a href="#">Microsoft Excel</a>	16-17 Mar	KL Sentral , KL	Discount 20% Before - 4 March 2016
	Writing Good Business Documents and Reports	21-22 Mar	Monterez Golf Club	Discount 20% Before - 11 March 2016
	<a href="#">Lean Six-Sigma</a>	28-29 Mar	Ambassador Hotel Suites , Lanson Place	Discount 20% Before - 18 March 2016
# HRDF Claimable				
Please call us NOW if you are entitle for special promotion +603-5542 0023 (Hunting Line)				
<a href="#">Visit Our Web for Public Training Department NOW !</a>				



# Registration Form

## Transformational Leadership

(Be A Leader, Not Just A Managers)

**DATE:** 4 & 5 APRIL 2016 **VENUE:** AMBASSADOR ROW SUITES HOTEL

**PLEASE COMPLETE THIS FORM AND EMAIL**

amirul@aslpublicworkshop.com or FAX : +603 - 55480024

**PARTICIPATION FOR TWO DAYS WORKSHOP FEE :**

**RM 1930.00**

**-3 SPECIAL PROMO AWAITS YOU!!-**

**WANT TO KNOW MORE?**

**>>CALL US NOW!!<<**

(Seats are limited! Call us now for early booking)

**You will get an exclusive access to our private E-Learning portal, lifelong !!**

### PARTICIPANT'S NAME :

Name : \_\_\_\_\_

Position: \_\_\_\_\_ Dept: \_\_\_\_\_

DL : \_\_\_\_\_ HP: \_\_\_\_\_

Email: \_\_\_\_\_

Name : \_\_\_\_\_

Position: \_\_\_\_\_ Dept: \_\_\_\_\_

DL : \_\_\_\_\_ HP: \_\_\_\_\_

Email: \_\_\_\_\_

Name : \_\_\_\_\_

Position: \_\_\_\_\_ Dept: \_\_\_\_\_

DL : \_\_\_\_\_ HP: \_\_\_\_\_

Email: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Tel : \_\_\_\_\_ Fax: \_\_\_\_\_

Authorization (Signatory must be authorized on behalf of the company )

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Department : \_\_\_\_\_

DL: \_\_\_\_\_ Email : \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This booking is invalid without a signature & company stamp.

### TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation

2. Fees are inclusive of program materials and refreshments.

3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10 ) working days upon the issuance of invoice or a letter of undertaking( LOU ) .Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

4. **CLIENT'S CANCELLATION/SUBSTITUTION** Client's cancellation must be received in writing by MAIL or FAX two (2 ) weeks prior to the event in . All bookings carry a 50% cancellation liability should the notice given is less than two(2) weeks. and 100% cancellation liability 4-days prior to the event Non-payment or non-attendance does not constitute cancellation.

( However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing )

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded,

ASL Group reserves the right to change the content without notice.

6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.

7. Important note: In the event that if ASL Group permanently cancels the event for any reason whatsoever, (including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.

8. All Payment should Be Made to :

**ASL Training & Consultancy Sdn Bhd.**

**COMPANY STAMP**

