

**LEADERSHIP TRAINING FOR RESULTS: UNLEASH TALENT IN OTHERS****Overview**

<b>INTRODUCTION</b>	<p>Employees are looking to you. They are looking to you as their manager to solve problems, guide them through change, and grow their careers. Employees are looking to you to inspire and instill confidence, all while facilitating teamwork and collaboration. They need you to empower them to get the work done and engage them so they go extra mile. Your employees need a lot! The demand is tremendous! That means to be a successful leader in today's workplace you must bring the right set of skills and attitudes to engage, retain, and achieve results through your team.</p> <p>Dale Carnegie's unique relationship-centered approach to leadership development provides you with a comprehensive toolkit that will help you become the type of leader required in today's workforce. This program combines the crucially important hard skills and proven behaviors that leaders need, while also focusing on adopting the right attitudes required to be an engaging leader.</p>
<b>COURSE OBJECTIVES</b>	<ol style="list-style-type: none"><li>1. Inspire, motivate and develop others</li><li>2. Promote teamwork, collaboration and innovation</li><li>3. Create effective organizational communication</li><li>4. Guide others through change</li></ol>
<b>MATERIALS</b>	Participant Manual
<b>SUPPLEMENTS</b>	Dale Carnegie's Golden Book Pocket Reference
<b>COMPLETION</b>	Completion of 3 sessions Successful completion of assignments
<b>INSTRUCTION</b>	Trainers are selected professionals who have completed extensive training before certification is granted. Annual recertification training is required. Participation, coaching and guided discussion is the primary methods of delivery.
<b>LENGTH</b>	3 sessions, 8 hours per session (Total hours: 24 hours)
<b>CLASS SIZE</b>	15 minimum 25 maximum
<b>WHO SHOULD ATTEND</b>	Leaders and managers who have experience and want to take the capabilities and performance of themselves and their teams to the next level to improve their results.



3 DAYS LEADERSHIP TRAINING FOR RESULTS: UNLEASH TALENT IN OTHERS	
Session Title	Learning Objectives
Module 1: Building Effective Teams	<ul style="list-style-type: none"> <li>- Analyze the Dale Carnegie Model of Leadership Success</li> <li>- Apply strategies to build team effectiveness</li> <li>- Identify personal vision statements, team purpose statements, and personal values</li> <li>- Describe the Leadership Competency Development Model</li> </ul>
Module 2: Innovation	<ul style="list-style-type: none"> <li>- Apply Human Relations Principles to transform performance deviations into innovative solutions</li> <li>- Use the Innovation Process to improve results</li> <li>- Resume developing the Innovation Plan</li> </ul>
Module 3: Performance and Results	<ul style="list-style-type: none"> <li>- Begin to create a Performance Results Description</li> <li>- Identify methods to track progress towards goals</li> <li>- Continue to develop the Leadership Impact Plan</li> <li>- Develop a plan to align and communicate the purpose and strategy through a people-first culture</li> </ul>
Module 4: People-First	<ul style="list-style-type: none"> <li>- Identifying employee engagement factors and influencers</li> <li>- Use techniques to foster employee engagement</li> </ul>



3 DAYS LEADERSHIP TRAINING FOR RESULTS: UNLEASH TALENT IN OTHERS	
Session Title	Learning Objectives
Module 5: Delegation Process	<ul style="list-style-type: none"> <li>– Utilize techniques to get work done through others and develop the talent of team members</li> <li>– Use a model to delegate a task effectively</li> </ul>
Module 6: Leading Change: The People Side of Change	<ul style="list-style-type: none"> <li>– Describe how the Innovation Process Model outlines the steps a leader of change should take</li> <li>– Identify techniques to move employees along the change reaction continuum toward acceptance</li> <li>– Describe characteristics of the different orientations to change</li> <li>– Respond effectively to statements of resistance about a proposed change</li> </ul>
Module 7: Acceptance Finding	<ul style="list-style-type: none"> <li>– Continue to develop the Innovation Plan</li> <li>– Identify critical considerations for change implementation</li> <li>– Prepare to sell the Innovation Plan</li> </ul>

## PUBLIC CLASS TIME SCHEDULE

<b>DATE</b>	15, 16 & 17 November 2021
<b>TIME</b>	9:00am - 5:00pm
<b>VENUE</b>	Dale Carnegie of Malaysia Training Centre, Phileo Damansara II , PJ
<b>LANGUAGE</b>	English
<b>PARTICIPATION FEE</b>	RM4,500 only (Subject to 6% SST)
<b>TRAINER</b>	International Trainer <i>Mr. Paul Siregar</i>



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UNLEASH TALENT IN OTHERS  
OVERVIEW**

INTRODUCTION	<p>Employees are looking to you. They are looking to you as their manager to solve problems, guide them through change, and grow their careers. Employees are looking to you to inspire and instill confidence, all while facilitating teamwork and collaboration. They need you to empower them to get the work done and engage them so they go extra mile. Your employees need a lot! The demand is tremendous! That means to be a successful leader in today's workplace you must bring the right set of skills and attitudes to engage, retain, and achieve results through your team.</p> <p>Dale Carnegie's unique relationship-centred approach to leadership development provides you with a comprehensive toolkit that will help you become the type of leader required in today's workforce. This program combines the crucially important hard skills and proven behaviors that leaders need, while also focusing on adopting the right attitudes required to be an engaging leader</p>
COURSE OBJECTIVES	<ol style="list-style-type: none"><li>1. Inspire, motivate and develop others</li><li>2. Promote teamwork, collaboration and innovation</li><li>3. Create effective organizational communication</li><li>4. Guide others through change</li></ol>
MATERIALS	Participant Manual
SUPPLEMENTS	Dale Carnegie's Golden Book Pocket Reference
COMPLETION	Completion of 6 sessions Successful completion of assignments
INSTRUCTION	Trainers are selected professionals who have completed extensive training before certification is granted. Annual recertification training is required. Participation, coaching and guided discussion is the primary methods of delivery.
LENGTH	6 sessions, 6 days, 3.5 hours per session (Total hours: 21 hours)
CLASS SIZE	20 maximum
WHO SHOULD ATTEND	Leaders and managers who have experience and want to take the capabilities and performance of themselves and their teams to the next level to improve their results.



LEADERSHIP TRAINING FOR RESULTS: UNLEASH TALENT IN OTHERS		
Session	Session Title	Learning Objectives
1 <sup>st</sup> Session 3.5 hours	Module 1: Building Effective Teams	<ol style="list-style-type: none"> <li>1. Analyze the Dale Carnegie Model of Leadership Success</li> <li>2. Apply strategies to build team effectiveness</li> <li>3. Describe the Leadership Competency Development Model</li> <li>4. Identify personal vision statements, team purpose statements, and personal values</li> </ol>
2 <sup>nd</sup> Session 3.5 hours	Module 2: Innovation	<ol style="list-style-type: none"> <li>1. Apply Human Relations Principles to</li> <li>2. transform performance deviations into innovative solutions</li> <li>3. Use the Innovation Process to improve results</li> <li>4. Resume developing the Innovation Plan</li> </ol>
3 <sup>rd</sup> Session 3.5 hours	Module 3: Performance and Results	<ol style="list-style-type: none"> <li>1. Begin to create a Performance Results description</li> <li>2. Identify methods to track progress towards goals</li> <li>3. Continue to develop the Leadership Impact Plan</li> <li>4. Develop a plan to align and communicate the</li> </ol>

		purpose and strategy through a people-first culture
<b>4<sup>th</sup> Session</b> 3.5 hours	<b>Module 4: People-First</b>	<ol style="list-style-type: none"> <li>1. Identifying employee engagement factors and influencers</li> <li>2. Use techniques to foster employee engagement</li> </ol>
<b>5<sup>th</sup> Session</b> 3.5 hours	<b>Module 5: Delegation Process</b>	<ol style="list-style-type: none"> <li>1. Utilize techniques to get work done through others and develop the talent of team members</li> <li>2. Use a model to delegate a task effectively</li> </ol>
	<b>Module 6: Leading Change: The People Side of Change</b>	<ol style="list-style-type: none"> <li>1. Describe how the Innovation Process Model outlines the steps a leader of change should take</li> <li>2. Identify techniques to move employees along the change reaction continuum toward acceptance</li> <li>3. Describe characteristics of the different orientations to change</li> </ol>

		4. Respond effectively to statements of resistance about a proposed change
6 <sup>th</sup> Session 3.5 hours	Module 7: Acceptance Finding	<ol style="list-style-type: none"><li>1. Continue to develop the Innovation Plan</li><li>2. Identify critical considerations for change implementation</li><li>3. Prepare to sell the Innovation Plan</li></ol>

**PUBLIC CLASS TIME SCHEDULE**

DATE	5, 12, 17, 19, 24 & 26 August 2021
TIME	9:00 am – 12:30 pm
VENUE	Remote Online Training Dale Carnegie of Malaysia Training Centre, Phileo Damansara II, PJ
PLATFORM	Cisco Webex
LANGUAGE	English
PARTICIPATION FEE	RM4,500.00 per pax (Subject to 6% SST)
TRAINER	Paul Siregar <i>International Trainer</i>