

## DEVELOPE YOUR LEADERSHIP POTENTIAL: STOP DOING, START LEADING

### Overview

**INTRODUCTION** We have tendency to promote our top performing employees into leadership positions. We assume that a high-performance employee can immediately translate into a high-performance leader. The fact is that the skill set and mindset are completely different, and the transition can be difficult, often resulting in failure. Making it even more difficult is having to manage former peers. It's hard on your new leaders because they have to shift from being accountable for their own performance to being accountable for the results of others. It's hard on the organization because you lose the work output from their prior role while gaining a leader who is learning on the job.

Avoid these common traps and start building your leadership pipeline. Give your emerging leaders and your high potential employees the skills to transition from a high performer or a good supervisor into an effective and engaging leader.

**COURSE OBJECTIVES**

1. Increase self-awareness
2. Convey honesty, integrity, and accountability
3. Use authority and influence appropriately
4. Model effective interpersonal communications

**MATERIALS** Participant Manual

**SUPPLEMENTS** Dale Carnegie's Golden Book Pocket Reference

**COMPLETION** Completion of 3 or 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, 4 hours per session (Total hours: 24 hours)

**CLASS SIZE** 15 minimum  
25 maximum

**WHO SHOULD ATTEND** Individuals who have been recently promoted into management or supervisory positions. High potential or top performing employees who are being considered for a leadership position.



<b>DEVELOP YOUR LEADERSHIP POTENTIAL: STOP DOING, START LEADING</b>	
<b>Session Title</b>	<b>Learning Objectives</b>
<p>Module 1: Characteristics of Leadership Effectiveness</p>	<ul style="list-style-type: none"> <li>- Recommit to mutually defined expectations</li> <li>- Identify characteristics that contribute to leadership effectiveness</li> <li>- Analyze the Dale Carnegie Leadership model to identify the competencies vital to leadership success</li> <li>- Describe the unique model of leadership competency development</li> <li>- Identify current leadership strengths</li> <li>- Select a leadership competency for development</li> </ul>
<p>Module 2: Leading with Integrity</p>	<ul style="list-style-type: none"> <li>- Describe the impact of honesty and integrity on others</li> <li>- Evaluate methods to serve as a trustworthy leader</li> <li>- Identify the experiences that have shaped their values and contributed to their beliefs about effective leadership</li> <li>- Create a personal leadership purpose statement</li> <li>- Communicate your leadership purpose in a compelling manner</li> </ul>
<p>Module 3: Leading Others to Accomplish Results</p>	<ul style="list-style-type: none"> <li>- Distinguish between managing the work and leading the people</li> <li>- Determine the actions required to transition from individual contributor to leader</li> <li>- Use techniques to build trusting relationships</li> <li>- Describe methods to manage tasks effectively</li> <li>- Assign a task effectively</li> </ul>



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<p>Module 4: Enchancing Your Leadership Competence</p>	<ul style="list-style-type: none"> <li>- Use assessment results to create a Leadership Impact Plan</li> </ul>
<p>Module 5: Engaging Followers</p>	<ul style="list-style-type: none"> <li>- Evaluate lessons learned in the program to-date</li> <li>- Examine the relationship between effective leadership and followership</li> <li>- Identify the characteristics of effective followers</li> <li>- Assess the types of authority and their outcomes</li> <li>- Use techniques to positively influence and coach others</li> </ul>
<p>Module 6: Communicating with Authenticity</p>	<ul style="list-style-type: none"> <li>- Identify typical barriers to authentic communication</li> <li>- Communicate authentically</li> <li>- Give and receive effective feedback</li> </ul>
<p>Module 7: Guiding Performance</p>	<ul style="list-style-type: none"> <li>- Apply the leadership competencies and techniques, including Human Relationships Principles you've learned, to enhance a specific relationship</li> <li>- Describe the importance of clear performance expectations</li> <li>- Identify potential barriers to peak performance</li> <li>- Increase focus on others</li> </ul>



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<p>Module 8: Increasing Self-Awareness</p>	<ul style="list-style-type: none"> <li>- Describe the relationship between perspective and self-awareness</li> <li>- Identify the impact to leadership effectiveness of becoming more self-aware</li> <li>- Deepen self-awareness</li> </ul>
<p>Module 9: Inspiring Confidence in Your Leadership</p>	<ul style="list-style-type: none"> <li>- Identify personal triggers and develop strategies for self-regulation</li> <li>- Describe our natural tendencies under pressure</li> <li>- Manage difficult situations and conflict with confidence, diplomacy, and tact</li> <li>- Deepen self-regulation</li> <li>- Convey leadership confidence appropriately</li> </ul>
<p>Module 10: Developing Yourself and Others</p>	<ul style="list-style-type: none"> <li>- Identify the importance of developing strength in others</li> <li>- Use techniques to develop others</li> <li>- Evaluate how to lead from your greatest strength</li> <li>- Revise and fine-tune your Leadership Impact Plan</li> </ul>

## PUBLIC CLASS TIME SCHEDULE

**DATE** : *As per class schedule*

**TIME** : *As per class schedule*

**VENUE** : Dale Carnegie of Malaysia Training Centre, Phileo Damansara II , Petaling Jaya

**LANGUAGE** : English

**INVESTMENT FEE** : RM4,500 (Excluding SST)

