

1 – DAY LEADING YOUR SUBORDINATES EFFECTIVELY



Introduction

Our attitude is neither positive nor negative. Our attitude outcome can be positively or negatively defined, often known as perspective. Hence, how we perceive things or events surrounding us are crucial. In short, perception is the key driver in our lives. We are responsible for our perception. Whether we drive ourselves towards positivity or negativity depends on our life choices.

Leadership is about bringing the best out of your subordinates. Lead your subordinates to achieve their desired goals, and they will position you as their respected and esteemed leader. It takes two to tango; it's a reciprocal action. The bottom line is clear, and we must decide to thrive.

Course Objectives

By the end of this course, you will be able to:

- Enhance your leadership communication ability by adopting transactional and transformation communication models.
- Master 3 proven leadership techniques to solve workplace tension or conflict without creating unwanted disharmony.
- Manage the transition process instead of resisting the change; it is way above positive thinking (a structural approach).
- Develop and construct a much higher adaptability intelligence that ensures stability in the emotional aspects of subordinates.

Methodology

- Lecture - Theory, Concept & Model (20%)
- Reflection - Gibbs' Reflective Cycle (20%)
- Case Study & Practical Solutions (50%)
- Best Practices Identification (10%)

Who Should Attend?

- Division & Department Managers
- Section & Assistant Managers
- Heads of Department
- Senior Executives



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Course Outline

MODULE 1: INFLUENTIAL LEADERSHIP COMPETENCIES: STRATEGIES TO SECURE SUBORDINATES' BUY-IN

- Acknowledge the existence of communication barriers; how to overturn the 6 vital communication barriers.
- **Johari's Window** – The model that compartmentalize your visibility into 4 distinctive quadrants.
- **Leadership Influence** – a formula for leaders, i.e. Attract, Balance, Construct & Develop.
- The significance of “TRUST” in your workplace and how it drives your leadership strategies and effort successfully.
- Understanding Human: The 7 core elements of human psychological “defence mechanism” that you must know.
- Implement T.F.A. (aka mindset formula) to overcome your invisible mental block, thus moving your subordinates forward.
- What is the “Push-Pull” factor? Ensure your subordinates' desire for success & exponential growth is achieved.

MODULE 2: LEADING FOR PEAK PERFORMANCE: CULTIVATE PERFORMANCE-DRIVEN WORKFORCE

- Understand the 6 types of conflict often found in any team (subordinates) setting; what a leader must do.
- The 7 most unwanted behaviours that contradict the philosophy of ownership in your workplace.
- Expand your “area of good understanding” to accommodate intrinsic needs, i.e. to ensure mutual respect.
- What is “constructive conflict”? Understand the 4 benefits of constructive conflict and how to apply them in your workplace.
- How to avoid the 4 harmful elements of “destructive” workplace conflict and prevent it.
- Key differences between Change and Transition: How to deal with the externality and the internality of adaptation.
- Manage your transition to ensure smooth adaptability; the 3 stages of transition you should practise.

MODULE 3: COACHING SKILLS FOR LEADERS: UNLOCK YOUR SUBORDINATES' POTENTIALS

- Formulate coaching questions based upon the 4 levels in the High Order Thinking Skills (HOTS) framework.
- Analyze the given situation and formulate an action plan, utilizing various elements in coaching.
 - how coaching helps in uplifting subordinates' performance
 - formulate the FUEL coaching questions to gain control
 - usage of GROW methodology to guide subordinates
 - inject an “accountability” culture in your coaching session
- Utilize the “PBA” (aka “sandwich” approach) strategy to handle difficult subordinates effectively, taking control of the situation.
- Identify what contributes to “strong and powerful” questions and avoid “weak” questions.
- Explore how the “Mirror-Image” principle works; strategies to resolve destructive workplace conflicting situations.
- Strategy Formulation Simulation: How leaders formulate new strategies via the 3 steps approach, i.e. idea, plan and action.



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MODULE 4: CREATION OF SELF-DIRECTED WORK TEAM: THE RIPPLE EFFECT OF GOOD LEADERSHIP

- Create leadership momentum to influence and supercharge your subordinates for higher performance.
- Talent planning and positioning; strategies on how to focus on your subordinates' strengths to achieve results.
- Enhance subordinates' subliminal drives and commitments; link their purpose with company core values.
- Leverage (not competing) to achieve your team synergy; focus on their core talents; ensure a balance "T-Shape" subordinate.
- Transparency in leadership; how it helps you to gain subordinates' commitment and uplift accountability.
- Encourage self-directed, self-motivated collaboration spirits among subordinates; practise "calculated empowerment".
- Adopt learning organization model, i.e. mental models, system thinking, personal mastery, team learning and shared vision.

