



Leadership & Quality Management Meetings

Date	Venues	(\$)Fees	Book your seat
08 Dec -12 Dec 2024	Kuala Lumpur	3150	Register Now

Course Overview

- Practical leadership tools and techniques that can be applied immediately
- Successful leadership approaches from the best-of-the-best world-class

Course Objective

- How to apply the 10 most powerful leadership competencies for greater success.
- To consider methods for improving management performance.
- Effective strategic planning: a step-by-step process.
- Critical components of succession planning.
- Authentic coaching guidelines for turn-of-the-century leadership.
- Make meetings shorter and more productive.
- Have clear guidelines for the preparation and structure
- Decide the purpose and draw up an agenda.
- Apply skills in chairing and leading meetings.
- Insights into the successful implementation of teams.
- Improved ways leaders are measuring performance by using performance builders.
- New developed skills in negotiating.

Who Should Attend?

- Mid-to upper-level managers responsible for the continuous leadership development of others and building high-performance organizations
- Team leaders and coaches who are called to inspire and motivate their workers each day to accept new responsibility
- Managers who wish to transform their way of thinking, managing and leading for a higher level of skill, empowerment, and overall achievement
- Those interested in achieving standards of excellence and who wish to enhance their management skills..

Course Outline

1. Leadership competencies
2. Strategic leadership planning
3. Managing knowledge and better ways to measure performance
4. People management
5. Leading teams
6. What makes good meetings good / bad meetings bad?
7. Obstacles to meeting effectiveness
8. Key characteristics of an effective meeting
9. Meeting rules
10. Meeting process



11. Agenda setting
12. Operational excellence

Training Methodology

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Games & Role plays