

## **LE 003: Situational Leadership : How To Adapt Your Leadership Style**

**[1-Day Program]**



### **Overview**

In today's work environment, leaders must learn to appropriately balance their task with the proper relationship behaviour, leading to high levels of consistent performance across team members. This program is designed to help you understand how to adapt your leadership / management style in order to develop your team members and improve business results. The workshop will equip you with the skills, tools and techniques to help you become better at your job. In addition, it also provides leaders with an action-oriented framework that increases both the quantity and quality of performance conversations by matching an individual's performance readiness for a specific task with the appropriate leadership style.

### **Learning Outcomes**

Upon completion of programme, participants will :

- Become a more trusted and credible leader through improved communication
- Achieve greater productivity by infusing energy, self-reliance and drive within your employees
- Create a collaborative work environment to achieve quicker sustainable results
- Increase your effectiveness in setting goals, providing clear direction, listening, observing, monitoring and giving feedback
- Retain our most talented employees by being more receptive to their development needs
- Identify what to start doing, stop doing and continue doing to enhance the ability to lead, motivate, engage and coach others

### **Who Must Attend.**

This course is ideal for individuals in leadership roles, including executives, project managers, team leaders and supervisors

## Course Detail

- Module 1 : The Fundamental Of Situational Leadership
- Module 2 : Leadership For The Future
- Module 3 : Adapting Your Leadership Style Using Skills/ Will Matrix
- Module 4 : Motivating A Team Member Using Herzberg : Two Factor Model
- Module 5 : Delivering Your Leadership Message
- Module 6 : Delegating Responsibility : 3 Levels Of Authority
- Module 7 : Giving Valuable Feedback : Self, Motivational & Development Feedback
- Module 8 : Taking The Right Action-Practice

## Methodology

Interactive discussions involving topics such as adapting your approach to the person and situation, motivating your team and delegating responsibility. Exercises that are primarily focused on communication skills and giving feedback. Role-plays and case studies to help practice and reinforce the leadership / management skills.

## Course Leader

**Mahadevi Batmanathan** is a knowledgeable Soft Skills, English Language and Leadership & Development Trainer with a sound understanding of needed traits for workplace success. She has an extensive background in developing and facilitating training programs for employees using adult learning principles and interactive approach. In addition, she is well-versed with delivering presentations, giving assessments and identifying training needs. Overall, she has 17 years of experience in the training/teaching domain which includes her association with MNC's and educational institutions. Mahadevi was the in-house trainer for AIG(M) Sdn. Bhd, CSC(M) Sdn. Bhd, HSBC (M)Sdn. Bhd, ELS Language Centers(M) Sdn. Bhd, Mantissa Institute and Olympia College. She is a certified Situational Leadership and Leadership & Development Trainer.

She has managed the entire training functions for the corporate sector including content development, mentoring trainers and creating leaders. She has been actively associated with people from various cultural backgrounds to bridge the areas in communication and comprehend the changing needs of an organization. She believes training should be engaging and fun. Her primary goal is to keep learning relevant to

the learners needs. She has conducted various training programs and has been consistent in nurturing goals towards positive results.

**Her areas of training expertise** include the following:

- Leadership & Development (DDI Programs): Coaching for Peak Performance, Communicating for Leadership Success, Driving Change, Making High-Quality Decisions, Advanced Coaching, Taking the Heat.
- Situational Leadership for Leaders
- Management Skills for New Managers: Effective Communication, Motivation, Performance Management, Delegation for Growth & Development and Coaching for Performance
- Certified Intensive English Program (CIEP) for Elementary, Intermediate and Advanced levels
- English for Finance
- Business Communication
- Business Writing
- Soft Skills Programs: Writing Effective E-mails, Effective Telephone Techniques, Language Enhancement Program, Presentation Skills, Customer Service with Impact, Tele-Sales Skills
- MARA Higher Education Professional Development for English Teachers
- IELTS & TOEFL Preparation Classes

**Corporate Training Clients:**

- **Sunway Properties Sdn. Bhd.**- Business Communication
- **Sunway Lagoon Sdn. Bhd.**- Business Communication & Writing
- **Honda Malaysia**- Powerful Presentation Skills
- **INSTEP PETRONAS** (Terengganu)-Business Communication & Writing
- **FSTEP Bank Negara** (Kuala Lumpur)-English for Finance
- **WWRC Malaysia Sdn. Bhd.** (Shah Alam)- Communicative English Program
- **PJ Hilton**- Business Communication & Writing
- **University of Science and Technology, Suzhou, China**- Intensive English
- **Selangor Human Resource Development Centre (SHRDC)**-Intensive English
- **QI Services (M)**- Business Communication & Writing
- **Opcom Cables**- Communicative English

- **Sanden Air Conditioning Sdn. Bhd- Business Writing**

## **Course Fee**

### ***Request For Quotation For In-House Programme***

#### **Certificate**

Upon successful completion of this program, you will receive a Certificate of Attendance.

Certificates are distributed on the final day of the program.

#### **Payment mode:**

Please make payment to:

#### **IKLIM PRIMA SDN BHD**

**Company Registration No: 1021120-M**

**BANK: MAYBANK**

**BANK ACCOUNT NO: 5124 8244 0204**

#### **1. BANK IN CHEQUE**

Bank in and then scan the Bank-in slip and email to us before the course commence to confirm your seat.

OR Courier your cheque payment to our Finance HQ.

\*Note that we DO NOT take any payments during the event.

**3. BANK IN CASH:** You can also pay by cash through bank-in our company bank account.

**4. Interbank Transfer-** You can also opt to use GIRO transfer.