



## Leadership and Influence

learn skills and tools to influence the course of your future, your team's future, and your organization's future

HRDF

[www.zohlgroup.com](http://www.zohlgroup.com)

**COURSE CODE:** NT-LDR-11

**LEVEL:** Basic to Intermediate

**LANGUAGE:** English

### OVERVIEW

They say that leaders are born, not made. While it is true that some people are born leaders, some leaders are born in the midst of adversity. Often, simple people who have never had a leadership role will stand up and take the lead when a situation they care about requires it. A simple example is parenting. When a child arrives, many parents discover leadership abilities they never knew existed in order to guide and protect their offspring.

Once you learn the techniques of true Leadership And Influence, you will be able to build the confidence it takes to take the lead. The more experience you have acting as a genuine leader, the easier it will be for you. It is never easy to take the lead, as you will need to make decisions and face challenges, but it can become natural and rewarding.

### OBJECTIVES

At the end of the course the participants will be able to:

- Understand and apply the Transformational Leadership model
- Understand the people you lead and how to adapt your leadership styles
- Explain leading by directing, coaching, participating and delegating
- Assess your leadership skills
- Develop a vision to inspire others
- Create a plan to lead more effectively
- Establish personal and professional goals

### COURSE DURATION

2 days (9am—5pm).

Tea Breaks: 10:30am & 3:30pm

Lunch: 1:00pm-2:00pm

**Note:** Please contact our office for Training Date or visit our website for details ([www.zohlgroup.com](http://www.zohlgroup.com))

### METHODOLOGY

The benefits of studying in a classroom setting include being able to share first-hand experiences, ideas and questions with peers and our expert facilitators. You'll study alongside like-minded people and strengthen your network.

### TARGET AUDIENCE

This course will benefit anyone who is either already in a leadership role or would like to take one on, and also those who would like their voice to carry more weight within a team.

### LOCATION

Mindset Discovery Center™@ZOHL, Bandar Sri Damansara, Kuala Lumpur or Client's Preferred Location or any hotel in the selected Region(s)

### COURSE CONTENT

#### Module One: Getting Started

Icebreaker  
Housekeeping Items  
The Parking Lot  
Workshop Objectives

#### Module Two: The Evolution of Leadership

Defining Leadership  
Characteristics of a Leader  
Leadership Principles  
A Brief History of Leadership  
Historical Leaders  
Modern Leaders  
The Great Man Theory  
The Trait Theory  
Transformational Leadership  
Summary

#### Module Three: Situational Leadership

Situational Leadership: Telling  
Situational Leadership: Selling  
Situational Leadership: Participating  
Situational Leadership: Delegating

#### Module Four: A Personal Inventory

An Introduction to Kouzes and Posner  
Model the Way  
Inspire a Shared Vision  
Challenge the Process  
Enable Others to Act  
Encourage the Heart  
A Personal Inventory  
Creating an Action Plan  
Set Leadership Goals  
Address the Goals  
Seek Inspiration  
Choose a Role Model  
Seek Experience  
Create a Personal Mission Statement

#### Module Five: Modeling the Way

Determining Your Way  
Being an Inspirational Role Model  
Influencing Others Perspectives

#### Module Six: Inspiring a Shared Vision

Choosing Your Vision  
Communicating Your Vision  
Identifying the Benefit for Others

#### Module Seven: Challenging the Process

Developing Your Inner Innovator  
Seeing Room for Improvement  
Lobbying for Change

#### Module Eight: Enabling Others to Act

Encouraging Growth in Others  
Creating Mutual Respect  
The Importance of Trust

#### Module Nine: Encouraging the Heart

Sharing Rewards  
Celebrating Accomplishments  
Making Celebration Part of Your Culture

#### Module Ten: Basic Influencing Skills

The Art of Persuasion  
The Principles of Influence  
Creating an Impact

#### Module Eleven: Setting Goals

Setting SMART Goals  
Creating a Long-Term Plan  
Creating a Support System

#### Module Twelve: Wrapping Up

Words from the Wise  
Review of Parking Lot  
Lessons Learned  
Completion of Action Plans and Evaluations

Customized In-House Training Program is available in the following areas:

**Administrative Skills | Career Development | Human Resources | Personal Development | Sales & Marketing | Leadership & Management | Workplace Essentials | Entrepreneurship | Soft Skills | Engineering | Telecoms | IT**

CALL US FOR DETAILS or VISIT OUR WEBSITE AT [WWW.ZOHLGROUP.COM](http://WWW.ZOHLGROUP.COM)

Sebarang pertanyaan sila hubungi Cik Niesa

ZOHL Consultancy Sdn Bhd (332967-D)(GST ID:000327831552)

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Bandar Sri Damansara, 52200 Kuala Lumpur

T: 03.6279.9276 F: 03.6279.0663 HP: 013.206.1038 E: [training@zohlgroup.com](mailto:training@zohlgroup.com)





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## COURSE FEE

RM1,200 per person

(Fee inclusive of Course Material, Attendance Certificate, and Meals)

## CERTIFICATE

Participants will be issued a Certificate of Attendance/Accomplishment upon successful completion of this training program. Full attendance is a pre-requisite.

## HRDF CLAIMABLE

Yes. SBL Khas. If your company contributes to HRDF Fund

## REGISTRATION METHOD

1. **Online:** [http://zohlgroupp.com/hrdf\\_registration/](http://zohlgroupp.com/hrdf_registration/) **OR**
2. Download this brochure at: <http://zohlgroupp.com/hrdf-brochures/> and fill up the required information. Then please fax to: 03.6279.0663
3. Or contact our office at: 03.6279 9276 / 013.398.1038

## FACILITATOR

**Puan Rozitah Mohd Hashim** will be able to provide you with high quality consulting services not just based on her qualification and experience, but also on her knowledge of and familiarity with conducting trainings to organizations similar to yours. She is a PSMB-certified trainer and specializes in providing soft skill-support programs to assist with the human resource development programs of corporate organizations. She has a wealth of experience in enhancing employees' professionalism in the areas of Team and Personal Effectiveness, Creative Cognition, Customer Relationship Management, Persuasive Presentation, Interpersonal Communication, Negotiation and Discussion Skills, Business Writing as well as the English Language communication series. Rozitah strives to raise the level of positivity and exhilaration of individuals that ripples out beyond the work experience; making a difference in the lives of others and in the success of organizations. Rozitah holds a Master of Education (LASE) from the University of Melbourne, Australia, specializing in the area of cognitive psychology. She is also a member of the Malaysian Association of Professional Speakers and has been a member of the Persatuan Penterjemah Malaysia since 1990.



After receiving a Bachelor of Arts - English with Education - from University Science, Malaysia, Rozitah started her teaching career in Sekolah Menengah Sains Selangor, Kuala Lumpur in 1989. She has nearly 20 years of experience in teaching English at high schools and universities, as well as conducting training sessions to professional focus groups. Rozitah has taught English grammar and communicative skills, report writing, negotiation and discussion skills and also oral presentation skills at UiTM and UPM. She has also been assisting IKRAM, Multimedia College, University Malaya Center for Continuous Education and Open University with their professional development programs in the areas of English communication skills and customer centric development. For years, British Petroleum (Malaysia) has consulted her in their corporate communications. Telekom Malaysia, Celcom, Khazanah Nasional, Shapadu Corporation, UDA Holdings, Lityan Corporation, Residence Hotels, Majlis Perbandaran Subang Jaya and Malaysian Building Society Bhd are some of the recent organisations that Rozitah has had the pleasure of sharing her experience and knowledge with. \*Note: Trainer availability is subject to change

## REGISTRATION FORM

Participant#1: \_\_\_\_\_

Position: \_\_\_\_\_

IC No: \_\_\_\_\_

Participant#2: \_\_\_\_\_

Position: \_\_\_\_\_

IC No: \_\_\_\_\_

Training Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## PAYMENT

CASH: RM \_\_\_\_\_ **OR**

CHEQUE No: \_\_\_\_\_

Please fax your bank-in slip to 03.6279.0663 or scan your bank-in slip and email to [training@zohlgroupp.com](mailto:training@zohlgroupp.com)

\*Please make your cheque payable to:

**ZOHL Consultancy Sdn Bhd**



Account No:  
**514392303373**

Signature & Company Stamp

### Note:

- Date & venue of seminar subject to changes
- Payment must be made 7 days before the training date
- Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant
- No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge.
- Program content may change subject to revision by our consultants from time to time.
- Full fee is required with your registration. 5% Group discount is available - min 3 pax.

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