



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

COURSE CODE: H-MG-06

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)

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 | HSE | Engineering | Telecoms | IT

CALL US FOR DETAILS or VISIT OUR WEBSITE AT WWW.ZOHLGROUP.COM

Sebarang pertanyaan sila hubungi Cik Niesa

ZOHL Consultancy Sdn Bhd (332967-D)(SST ID: W10-1810-38000428)

M2-15-02, Level 15, 8trium Tower 2, Jalan Cempaka SD 12/5

Bandar Sri Damansara, 52200 Kuala Lumpur

T: 03.6279.9276 F: 03.6279.0663 HP: 013.398.1038 E: training@zohlgroup.com





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COURSE FEE

RM1,272 per person incl. 6% SST
(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.

CIDB CCD Points

20 (for CIDB-Registered Companies) & upon approval from CIDB

HRDF CLAIMABLE

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

REGISTRATION METHOD

1. **Online:** http://zohlgroup.com/hrdf_registration/ **OR**
2. Download this brochure at: <http://zohlgroup.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@zohlgroup.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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