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بروجاكس للتدريب والتطوير
Projacs Training and Development

The Art and Practice of Leadership Development: A Master Class for Professionals

التميز في ممارسة وتطوير المهارات القيادية –
البرنامج الرئيسي للإبداع الإداري

09 – 13 March 2020
Kuala Lumpur / Malaysia

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



Introduction

We believe that leaders are more “made” than “born”. Current leadership research indicates that there are few genetic characteristics that influence one's ability to become a leader. Our role in the program is not to teach one how to become a leader, but to help one learn how to become a more effective leader. From our perspective, leadership is a life-long journey. This course can help you acquire the knowledge, skills, feedback, and opportunities necessary for personal growth.

The program focuses on individual development and is based on the belief that individuals can expand their leadership capacities; they can learn, grow, and change.

The format for the program includes discussion, readings, group activities, and pairing with a mentor.

Objectives

By the end of this course practitioners shall learn to:

- Inspire and motivate participants to further develop their leadership skills
- Encourage to take the initiative to use their passion to take action
- Encourage participants to approach the different styles of leadership with thought and action.
- Identifying the sources of stresses, its signs, causes and effects and handles it.
- Discussing the different ways for motivating employees.
- Learning how to respond to pressure in the workplace.
- Learning how to manage stress.

Who Should Attend?

Effective Leadership, Motivating People and Stress Management for Excellent Business Operation Program is for all leaders, managers and employees who have potentials to get promoted in all careers in both private or governmental organizations, or local or multinational enterprises.

Course Outline

Day 1:

- Background and leadership theories.
- Leaders vs. Managers.
- Leadership styles.
- Leadership competency model.
- Exercises.

Day 2:

- Developing leadership effectiveness.
- Lesson from leaders.
- Your Leadership Style & Strengths
- Using power and influence to get things done
- Leadership communication strategies
- Exercises

Day 3:

- What is motivation?
- Theories of motivation.
- Motivation from concept to application.
- How to motivate subordinate.
- Exercises

Day 4:

What is Stress?

- The Effect of Stress on Physical Health and Well-being
- How much Stress is too much Stress?
- Where does Stress Come from?
- What are the Common Signs of Stress?
- What Type of People are more Prone to Stress?
- What can Management do to Minimize Stress at Work?
- Myths Associated with Stress
- How Stress Kills

How Can we Manage Stress Better?

- Become aware of your stressors, and your emotional and physical reactions to them
- Recognize what you can change
- Reduce your emotional reactions to stress

- Learn to moderate your physical reactions to stress
- Build your physical reserves
- Develop healthy eating habits- Reduce Stress-Promoting Foods : Increase Foods that Improve Wellness
- Maintain your emotional reserves

Day 5:

Other Strategies for Managing Stress

- Time Management
- Communicating Effectively
- Relaxation
- Breathing Exercises
- Guided relaxation and visualization techniques
- Progressive muscle relaxation
- Immediate stress reduction
- Meditation
- Relaxation therapy
- Problem solving- Types of problems
- Getting Inner Balance
- Modify your behavior
- Handle your anger
- Learn to say “No”

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation
- slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, and case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- | | |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am |
| • Coffee Break | 10.00-10.15 am |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break | 12.15-12.45 pm |
| • Technical Session | 12.45-02.30 pm |
| • Course Ends | 02.30 pm |

Course Fees*

- **2,950USD**
**VAT is Excluded If Applicable*

مقدمة

نعتقد أن القادة أصبحوا كذلك مع التدريب والممارسة وليس بالفطرة او الولادة. ولكن هناك بعض الأبحاث الحالية تشير إلى أن هناك بعض الخصائص الجينية التي تؤثر في قدرة المرء ليصبح زعيما. ودورنا في هذا البرنامج هو عدم تعليم كل واحد كيف يصبح قائدا، ولكن لمساعدة بعضهم لتعلم كيف يصبح زعيما أكثر فعالية. وذلك من وجهة نظرنا، والقيادة هي رحلة حياة طويلة. وهذا البرنامج سوف يساعدك على اكتساب المعارف والمهارات، وردود الفعل، والفرص اللازمة لنمو الشخصية. ويركز البرنامج على تنمية الفرد ويقوم على الاعتقاد بأن الأفراد يمكن توسيع قدراتهم القيادية، بل يمكن التعلم والنمو، والتغيير.

أهداف البرنامج

- مصدر إلهام وتحفيز المشاركين على تطوير مهاراتهم القيادية
- تشجيع المشاركين لأخذ زمام المبادرة لاستخدام شغفهم لاتخاذ الإجراءات اللازمة
- تشجيع المشاركين على الاقتراب من أنماط مختلفة للقيادة مع الفكر والعمل
- التعرف على مصادر الضغوط، وعلاماته وأسبابه وآثاره والتعامل معها
- مناقشة طرق مختلفة لتحفيز الموظفين
- تعلم كيفية الرد على الضغط في مكان العمل
- تعلم كيفية إدارة الإجهاد

الحضور

هذا برنامج ممتاز للقيادة الفعالة وتحفيز الناس وإدارة الضغوط في اماكن العمل لذلك فهو مرشح لجميع القادة والمدربين والموظفين الذين لديهم امكانيات للحصول على ترقية في جميع المهن في كل من المنظمات الخاصة أو الحكومية، أو الشركات المحلية أو المتعددة الجنسيات.