Training Title	**EFFECTIVE LEADERSHIP & MANAGEMENT SKILLS**
Training Duration	1 Day
Training Description	This training program is designed to equip current and aspiring leaders with the essential skills, strategies, and tools needed to drive organizational performance and achieve sustained success. The course focuses on developing leadership capabilities, enhancing managerial effectiveness, and fostering a high-performance culture. Participants will explore practical approaches to decision-making, communication, team development, strategic thinking, conflict resolution, and change management. Through a blend of real-world case studies, group activities, and self-assessments, attendees will gain actionable insights to lead with confidence, motivate their teams, and align their efforts with organizational goals. Whether leading a small team or managing cross-functional departments, this training empowers professionals to lead with clarity, influence, and integrity.
Who Should Attend?	Senior Management, Middle Management, Supervisor & Team Leader, Executives (All Level) & Professionals
Course Learning Outcomes	By the end of the session, the participants will be able to: 1. Understand the core principles of effective leadership & management. 2. Develop strategic thinking and problem-solving skills. 3. Enhance communication and interpersonal effectiveness. 4. Learn techniques to motivate & manage high-performing teams. 5. Manage organizational change and drive continuous improvement. 6. Resolve conflicts and foster a collaborative workplace environment.
Training Outline	**Module 1 – Fundamentals of Effective Leadership & Management** • Understanding Leadership vs Management • Key Principles in Leadership & Management • Leadership Self-Assessment & Reflection **Module 2 – Strategic Thinking & Communication** • Tools for Organizational Success – SWOT Analysis, SMART Goals • Persuasive Communication & Interpersonal Skills • Critical Thinking & Problem-Solving Skills **Module 3 – Leading & Managing High Performing Team** • Team Development Stages • Mastering Art of Delegation & Motivation • Leading with Emotional Intelligence **Module 4 – Conflict Resolution & Change Management** • Understanding Conflict & Change • Managing Difficult Conversation & Feedback • Driving Innovation & Creative Thinking
Training Methodology	Lecture, Presentation, Group Discussion & Activity, Role Play & Demonstration

Tentative Program	
Time	**Details**
8.30am	Registration
9.00am	Program Introduction Ice Breaking Session
9.30am	**Module 1 – Fundamentals of Effective Leadership & Management** • Understanding Leadership vs Management • Key Principles in Leadership & Management • Leadership Self-Assessment & Reflection
10.30am	Tea Break
11.00am	**Module 2 – Strategic Thinking & Communication** • Tools for Organizational Success – SWOT Analysis, SMART Goals • Persuasive Communication & Interpersonal Skills • Critical Thinking & Problem-Solving Skills
12.30pm	Lunch Break & Solat Zuhur
2.00pm	**Module 3 – Leading & Managing High Performing Team** • Team Development Stages • Mastering Art of Delegation & Motivation • Leading with Emotional Intelligence
3.30pm	**Module 4 – Conflict Resolution & Change Management** • Understanding Conflict & Change • Managing Difficult Conversation & Feedback • Driving Innovation & Creative Thinking
4.30pm	Summary & Action Plan Q&A Session
5.00pm	Program End