



An ISO 9001:2008 & ISO 29990:2010  
Certified Company

# Leadership Best Practices

Enhancing Leadership for Peak Performance

01 - 12 Jun 2015  
26 Oct - 06 Nov 2015

Kuala Lumpur



HRCI's pre-approved programs will have the Approved Provider Seal



# Leadership Best Practices

## Enhancing Leadership for Peak Performance

### Why Choose this Course?

If you want to improve, enhance and empower your leadership skills, then this course is for you! This 10-day course series will aim to establish what some of the industry leaders do, to improve their organizations' position through effective leadership. This course will study the best practices from industry leaders whose techniques have proven to work in the local and global markets. Each module will include a way in which any potential leader in the market can apply the practices aimed at improving their own environment.

#### This course will feature:

- The practices and principles of dynamic leadership
- How to empower your employees
- Powerful interpersonal relationship skills
- Strategies for continuous improvement
- Practical, proactive steps for creating peak performance

### What are the Goals

**This course is designed to promote effective leadership and influencing skills among management personnel. By the end of this course, participants will be able to:**

- Determine best practices of leaders through history and how to apply them today.
- Delegate and empower employees to maximize results and time management.
- Describe a change management model & the process of planning, communicating, & implementing change.
- Tap into and "inner power" to gain self-confidence and strength.
- Develop strategies for creating a positive work environment that fosters leadership.

### How will it be Presented?

This course will utilize a variety of proven adult learning techniques, to ensure maximum understanding, comprehension and retention of the information presented. This will include an interactive mixture of lecture, and team and discussion groups, personal and group exercises, strategic leadership and personal empowerment videos. This course will feature highly visualized computer presentation in a relaxed, interactive learning environment.

### Course Schedule:

#### KUALA LUMPUR

01 - 12 Jun 2015

26 Oct - 06 Nov 2015

### The Structure

This comprehensive programme consists of two modules which can be booked as a 10 Day Training event, or as individual, 5 Day courses.

Module 1 - Leadership,

Influence & Trust

Module 2 - Leadership,

Creativity & Peak Performance

### Who is this Course for?

**This course is suitable to a wide range of professional, but will greatly benefit:**

- Those who supervise and manage others
- Those with leadership potential
- Those who desire to be motivated and empowered with dynamic leadership skills
- Those who desire the strategic understanding of interpersonal relationship skills
- Those who are already, in key leadership positions



# THE COURSE CONTENT

## **MODULE01: Leadership, Influence & Trust – Creating Professional Strategies**

### **DAY01: Leadership Development and Influence**

- The challenge of personal leadership development
- Leadership roles that maximize potential
- Developing dynamic interpersonal relationship skills
- Discover the strategy of personal self-coaching
- Knowing the people influence factor
- Paradigms that Guide Thinking

### **DAY02: The Great Inner Leadership Discovery**

- Leadership from Within
- Self-Reflection and self esteem
- Understand how you Think
- The Character of a Leader
- Real Leaders are emotionally intelligent
- Balance in mind, body and spirit

### **DAY03: The Flexible, Resilient Change Leader**

- Making the change transition
- Responses to Change
- How to be resilient during change times
- Environmental change agents
- Change and Leadership Paradigms
- The Human Side of Change

### **DAY04: Trust or Rust Leadership**

- What is Trust Leadership?
- The Benefits of a High Trust Environment
- Restoring breached trust
- Building Capacity for Trust
- Personal Influence and Political Savvy
- Negotiating Agreement

### **DAY05: Creating a Winning Leadership Environment**

- Mind and action focus
- Developing the Win-Win Solution
- Tips on improving performance
- Leadership knowledge check
- Essential leadership qualities
- Action steps to take

## **MODULE02: Leadership, Creativity & Peak Performance**

### **DAY06: Creating Vision Impact**

- The leader as a Visionary
- The Power of Creative Vision
- The Leader's Influence on Culture
- How a leader facilitates the path to a Culture
- Implementing a Leadership Communication approach
- Models of best run Visionary Companies

### **DAY07: Developing Inner Leadership Strength**

- Guide to knowing your leadership strengths
- How Leaders use their Emotional Intelligence
- Understanding the Leaders base of Power
- Understanding your inner spiritual dynamic
- Leaders Influence on people
- Managing your body and mind effectively

### **DAY08: How a Leader Develops and Motivates His People**

- Secrets to involve others
- Best Practices of effective Mentors and Coaches
- The Motivating Leader
- How to motivate yourself and others
- Understanding the major types of motivation
- How a leader Creates an environment for self-motivation

### **DAY09: How a Leader Maximises Resources more effectively**

- Best Practices to effectively delegate
- The benefits of delegation
- The barriers to delegation
- Establishing peak performance goal setting strategies
- Creating the climate for empowerment
- How to use time management, planning and prioritizing

### **DAY10: How a Leader Builds a Peak Performance Culture**

- The Leader as a Creative Thinker
- Building a Culture of Innovation and new ideas
- Characteristics of a high performing leader
- Putting Best Practices into Practice
- How to be proactive in your relationships
- Guide to Building a Personal Leadership Plan

# Leadership Best Practices

## Enhancing Leadership for Peak Performance

Complete & send by fax/mail to address given below. Please use BLOCK CAPITALS.

01 - 12 Jun 2015  26 Oct - 06 Nov 2015

Kuala Lumpur

### REGISTRATION DETAILS

Family Name:

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First Name (Mr./Ms.):

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Position:

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Company:

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Mailing Address:

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Telephone

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Mobile

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Fax

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Email

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### AUTHORISATION

Authorised by:

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Position:

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Telephone

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Fax

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Email

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Postal Address:

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### FEES

**US\$ 9,900/- 2015 participant**

This fee is inclusive of Documentation, Lunch and Refreshments

### MODE OF PAYMENT

- Please invoice my company
- Please invoice me
- Please find enclosed a cheque payable to AZTECH

### CERTIFICATION

AZTech Certificate of Completion will only be awarded to those delegates who attend and complete the course.

### HOTEL ACCOMMODATION

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue.

Please make your request for accommodation **at least 3 weeks** prior to the commencement of the program.

### CANCELLATIONS & SUBSTITUTIONS

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a \$250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

### DISCLAIMER

Circumstances beyond the control of AZTech may necessitate postponement, change of venue or substitution of the Instructor. As such, AZTech reserves the right to implement such amendments.

### 4 WAYS TO REGISTER

Tel: **+971 4 427 5400**  
Fax: **+971 4 427 5401**  
Email: **info@aztech.ae**  
Website: **www.aztech.ae**

## ABOUT AZTECH

### TRAINING & CONSULTANCY

A leading international provider of training, seminars, and learning solutions. We offer Strategy, Management & Leadership Development Programs, Functional & Technical Seminars, Customised In-house Programs, and Business Consultancy for Performance Solutions.