

# Leadership and Management Skills for Supervisors and Managers

## COURSE MODULES

- Understanding Management
- Three Classes of Managers
- Leadership from various viewpoints
- 7 kinds of Leadership
- Different between Good Leader and Great Leader
- Moving from Manager to Leader
- Practical tips on Exercising Leadership
- Learning from the Best
- Workshops



## Are you a leader or a manager?

Leadership ingredient is important in a team in building an engaged and highly performing group to achieve the team objectives. Very often, many individuals are not prepared

when they are being placed at the Management Position. This results in dissatisfaction among the team members and ultimately poor result of the team performance.

Come and develop your leadership and management skills to better inspire others and improve team cooperation to improve the team performance.

## LEARNING OUTCOMES

- Understand the attributes of an effective leader
- Differentiate between a Good Leader and a Great Leader
- Prepare themselves moving from Managers to Leaders
- Learn from the Best
- Know the 7 kinds of leadership



## WHO SHOULD ATTEND?

- ✓ Supervisors
- ✓ Line Leaders
- ✓ Captains
- ✓ Executives and Officers
- ✓ Managers
- ✓ Any one who is in the process of moving up the corporate ladder

## TRAINER PROFILE : Mr. Benedict Morais

**Qualifications:-** FIPR (M), MMIM, DIP CAM(PR), Cert. App. Research (Manila), Cert. Teaching (Penang)

### EXPERIENCE

Benedict is a Fellow of the Institute of Public Relations Malaysia and member of the Malaysia Institute of Management. He is also a Past President of the Institute of Public Relations Malaysia and prior to that has served for many years on the Council of the Institute.

Benedict was Special Adviser at ACCA based in Kuala Lumpur from February 2002 to February 2008. Prior to this, he served as CIMA Malaysia's Divisional Director from April 1990 to March 2000. He was subsequently appointed CIMA's Regional Director, Business Development and served in that capacity for a further 2 years.

Benedict has lectured, counselled and conducted programmes for corporation, colleges and non-profit organizations for the last thirty years. He used to write occasionally for newspapers, magazines and journals.

He was appointed Adviser to the School of Mass Communications, ITM in 1985 and served in the same capacity to the School of Foundation Studies, University Utara Malaysia in 1989. In 2003, he was appointed Adjunct Faculty at the Faculty of Accountancy & Management, Universiti Tunku Abdul Rahman (UTAR) and subsequently re-appointed to the position for another 3 year term in 2006.