



WANFAH PROSPER PLT

<https://wanfahprosper.com/leadership-and-management-skills-training-for-supervisors-and-managers/>

PROGRAMME OUTLINE for LEADERSHIP AND MANAGEMENT SKILLS FOR SUPERVISORS, EXECUTIVES AND MANAGERS

DAY 1

9.00am to 10.30am

Module 1: Introduction to Leadership

- ☐ Leadership defined
- ☐ Leadership & Management
- ☐ Levels of leadership

10.30am to 10.45am

Morning Break

10.45am to 1.00pm

Continue Module 1 : Introduction to Leadership

- ☐ Why leadership is an important skill?
- ☐ The Persona of a leader
- ☐ Circle of Influence
- ☐ The 4 Leadership Styles
- ☐ Success Leadership Stories
- ☐ Self assessment : Benchmarking your leadership skills

1.00pm to 2.00pm

Lunch Break

2.00m to 3.30pm

Module 2 : Essential Leadership Skill

- ☐ The Agile Leader
- ☐ Leadership Communication Principles
- ☐ Coaching and Counselling
- ☐ Transformational Leadership

3.30pm to 3.45pm

Afternoon Break

3.45pm to 5.00pm

Continue Module 2 : Essential Leadership Skill

- ☐ Digital Leadership
- ☐ Motivating Others
- ☐ Leading High Performance Teams



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DAY 2

9.00am to 10.30am

Module 3 : Understanding Management

- ☐ Management Defined
- ☐ Primary Function of Management

10.30am to 10.45am

Morning Break

10.45am to 1.00pm

Continue Module 3 : Understanding Management

- ☐ Management Levels & Skills
- ☐ Management Challenges
- ☐ Video Clip : VUCA world
- ☐ Efficiency & Effectiveness

1.00pm to 2.00pm

Lunch Break

2.00pm to 3.30pm

Module 4 : Key Management Skills

- ☐ Performance Management
- ☐ Strategic Planning
- ☐ Managing Information System
- ☐ Diagnostic and Analytical Skills
- ☐ Decision Making Skills
- ☐ Time and Priority Management
- ☐ Quality Management
- ☐ Positive Discipline at Work
- ☐ Training & Development

3.30pm to 3.45pm

Afternoon Break

3.45pm to 5.00pm

Module 5 : Personal Action Plan & Wrapping Up

- ☐ Personal Action Plan
- ☐ Motivation