



**Asia Masters Center**

## The Management & Leadership Skills Development Program



**Asia Masters Centre (AMC), Suite 2 B, level 6, Office Block, Grand Millennium Hotel, Bukit Bintang Street,  
55100 Kuala Lumpur, Malaysia. | Tel: +60327326992 | Mobile: +601 8909 0379 | Fax: +60327326992  
Website: <http://www.asiamasters.org/> | Email: [info@asia-masters.com](mailto:info@asia-masters.com)**



**Asia Masters Center**

## The Management & Leadership Skills Development Program

### ➔ Course Objective

- Be aware of the differences between management and leadership skills
- Be more confident and skilled in the demands required of their role
- Be aware of how to motivate, influence and communicate with varied individuals and teams
- Be skilled in key elements of authentic Leadership such as trust, vision, respect and interpersonal communication
- Have the skills to organize, motivate and galvanize work teams to operate more effectively

### ➔ Target Audience

- managers
- senior buyers
- project managers, civil engineers
- construction managers
- contractors, sub-contractors
- site engineers, senior management
- government agencies
- architects, construction professionals
- anyone responsible for purchasing at a senior level who seeks to enhance their skills further.
- Purchasing and supply chain managers  
Project managers



## Course Outline

### **DAY 1**

- **Managing Myself as a Leader**
- Importance of perception
- Intrapersonal & interpersonal skills for the leader
- Your preferred behavioural style
- Understanding the Model for leadership
- Removing emotional blind-spots

### **DAY 2**

- **Leading a Team**
- Dealing with others
- Understanding the stages of human development
- Optimizing the leader's natural strengths
- Understanding team processes
- Building effective teams

### **DAY 3**

- **Innovative Leadership**
- Openness to innovative ideas
- Divergent thinking skills
- Removing blocks to creativity
- Understanding the creative process
- Metaphors and analogies for innovative thinking

### **DAY 4**

- **Communication for Leaders**
- The positive influence of listening
- Sharpening your listening skills
- Body language
- Inspiring and guiding others



## Asia Masters Center

- Handling stress appropriately

### DAY 5

- **Imparting Leadership Values**
- Leading by example
- Resilience for sacrificial leadership
- Intentionality for self-motivation
- Interpersonal connections for persuasive leadership
- Integrity for accountable leadership
- The design of financial models for forecasting and decision-making

### ➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.



## Asia Masters Center

### ➔ The Cost Of The Training Program Includes The Following:

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.

#### Price (USD)

Communicate with the training department  
to know the participation fees

➤ **There are offers and discounts for groups**

#### The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null