

A 2-Day Seminar on How to Be a Good Team Leader

- Creating Commitment to Maximize
the Contribution of Your Subordinates

Wednesday & Thursday
14 & 15 March 2018

or

Thursday & Friday
7 & 8 June 2018

or

Wednesday & Thursday
12 & 13 September 2018

or

Wednesday & Thursday
5 & 6 December 2018

9:00 am - 5:00 pm



HOW TO BE A GOOD TEAM LEADER

- Creating Commitment to Maximize the Contribution of Your Subordinates

SEMINAR OBJECTIVES

INTRODUCTION

To be fully effective as a team leader you need a number of key skills, notably the ability to lead others. Without the commitment of your staff you will achieve nothing and it is vital to know how to channel and optimise their talents, particularly in times of change. Every team leader needs to be skilled in harmonising different personalities to produce a motivated, performance-oriented team.

This course is designed to relate to your own management situation. This intensive, dynamic and practical training course will improve your competency and effectiveness as a team leader.

OBJECTIVES

Upon completion of the seminar, you will be able to:

- improve your skills in the most important team management areas
- receive peer and expert feedback on various aspects of your team leadership style so that you will have a greater awareness of the values and assumptions you use in managing your staff and how this affects their performance
- find solutions for real problems you have in managing teamwork and cooperation
- develop a well integrated action-plan for implementing these solutions

DESIGNED FOR

The course will be beneficial to all team leaders at middle to senior levels, for whom leading a committed and competent team is a vital part of their responsibility.

ADMINISTRATIVE DETAILS

DATES & TIME

A. Wednesday & Thursday
14 & 15 March 2018
9:00 am - 5:00 pm

[Register Now](#)

B. Thursday & Friday
7 & 8 June 2018
9:00 am - 5:00 pm

[Register Now](#)

C. Wednesday & Thursday
12 & 13 September 2018
9:00 am - 5:00 pm

[Register Now](#)

D. Wednesday & Thursday
5 & 6 December 2018
9:00 am - 5:00 pm

[Register Now](#)

FEE (Inclusive of tea/coffee breaks)

HKMA Member: HK\$3,600

Non-member: HK\$3,850

Early Bird Discount: HK\$200 each
(For those who make payment one month before the course commencement date)

Group Discount: HK\$200 each
(For those companies which send a total of two OR more participants to this course and enrol of the same time)

DEADLINE FOR APPLICATIONS

1 week before course commencement

VENUE

The Hong Kong Management Association
14/F Fairmont House
8 Cotton Tree Drive
Central
HONG KONG

LANGUAGE MEDIUM

The language of instruction will be English. However, course leader(s) may conduct their sessions in Cantonese where appropriate.

METHODOLOGY

Lecture/Discussion/Case Study

ENQUIRIES

For course enquiries and reservations, please call Customer Service Department on 2774-8501 or via fax 2774-8503. For course details, please contact Ms Kathy Tam on 2774-8594; or visit the HKMA website: www.hkma.org.hk/seminar.

CONTENTS

1. HOW TO MOTIVATE STAFF AT WORK

- Increase Motivation by Understanding What Drives Individuals
- How You Can Stimulate High Performance
- Develop An Action Plan to Implement in Your Workplace

2. COMMUNICATING FOR IMPACT

- Keep Others Informed so that Jobs can be Performed Effectively
- Modify Communication Style to Maximize Positive Results
- Communicate to Gain Commitment and Support

3. TEAMWORK AND COOPERATION

- Build Team Spirit and Bring the Team Together
- Resolve Conflicts Amongst Team Members
- Draw on the Collective Talents to Achieve Goals

4. TEAM LEADERSHIP

- Assign Tasks and Monitor Performance
- Delegate to Appropriate Level with Relevant Authority
- Turn Strategy into Effective Plans and Action Steps

5. PERFORMANCE DRIVEN

- Go Willingly Beyond Job Expectations
- Ensure All Team Members Understood Clearly the Results They Are Required to Deliver
- Take Sustained Actions in Overcoming Obstacles to Achieve Company Goals

6. DEVELOPING AND COACHING YOUR STAFF

- Determine the Development Needs of Your Staff and Explore Ways of Responding to These Needs
- Provide Staff with Resources to Develop Their Abilities
- Develop Staff by Providing Opportunities to Learn from Mistakes

7. MANAGING CHANGE

- Analyze Potential Change Situations
- Develop the Skills of Successfully Introducing Change by Paying Attention to Resistance from Team Members and by Selecting An Appropriate Strategy for Change
- Learn How to Encourage People to Respond Actively to Change

8. HANDLING CONFLICT

- Look at Different Conflict Situations and Discriminate Between Healthy and Unhealthy Conflict
- Explore the Different Ways of Dealing with Conflict and Discover the Potential Advantages and Pitfalls of Each
- Learn How Conflict Affects Team Behaviour So That You Can Help Teams Out of Deadlocked Situations

SEMINAR LEADER

MS WEELAN HO

Weelan Ho is the Principal and Director of PGA Consulting Limited (Hong Kong) and the Director of Ascent Global Service Pty Limited (Australia). She has significant experience in helping companies create value and improve bottom-line results through Strategy Development, Operations & Sales Improvement, Service Excellence and Organization Cultural Change Programs etc., just to name a few. The clients she has worked with are multinationals, public listed companies, family-owned enterprises and SME across Asia Pacific in multiple industries.

Another of her focus is leadership development of senior executives, middle managers and supervisors through a combination of coaching and organisation development, as they are the pillars of the organization, each having responsibility to ensure the company performs effectively in an increasingly competitive environment. Expanding organisation capability and improving soft skills are necessities for they directly impact on company performance reflected through revenue, profits and growth.

Weelan writes articles on various subject-matter including management & leadership, business processes & change management, selling skills & sales management, customer service, talent management, learning and personal development. They are published in T/Dialogue and E-news for the Hong Kong Institute of Accredited Accounting Technicians (HKIAAT). She reads, writes and speaks a few languages including English, Cantonese, Putonghua and the Malay Language in addition to speaking other Chinese dialects.

HOW TO BE A GOOD TEAM LEADER

- Creating Commitment to Maximize the Contribution of Your Subordinates

14 & 15 March 2018 (SG-47077-2018-1-F)

12 & 13 September 2018 (SG-47077-2018-3-F)

7 & 8 June 2018 (SG-47077-2018-2-F)

5 & 6 December 2018 (SG-47077-2018-4-F)

FEE: HKMA Member: \$3,600 / Non-member: \$3,850 Early Bird: less \$200 Group Discount: less \$200

Name (Mr/Ms): _____
(Surname) (Other Names)

HKID Card No.: _____ HKMA Membership No.: _____

Position: _____

Company: _____

Address of Company: _____

Telephone No. (Office): _____ (Residence): _____ (Mobile): _____

Email: _____ Education Level: _____

Correspondence Address: _____

Cheque Number: _____ Cheque Amount: HK\$ _____

Name and Title of Nominator (Mr/Ms): _____

Nominator Email / Address: _____

Sponsorship Company-sponsored Self-sponsored

Where did you **FIRST** learn about this programme?

Email Promotion from HKMA

Direct Mail by Post

HKMA Website

Others (please specify): _____

Note for application

- This form together with a crossed cheque payable to The Hong Kong Management Association should be returned to: Executive Director, The Hong Kong Management Association, 16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.
- Registration must be made on the Enrolment Form provided and returned to the Association before the programme commencement date (Not less than 5 days) with full fee.
- Acceptance is subject to the discretion of the Association.
- Applicants will be notified by telephone to confirm receipt of the application form and full programme fee. An official receipt will be sent to you within two weeks.
- Applicants are expected to attend the course at the place and time specified in the brochure unless otherwise notified.
- When a programme is over-subscribed, additional classes may be started in some cases. Applicants may then be notified of the new time, dates and place of meetings when necessary.
- For **ENROLMENT** and **ENQUIRIES** please call **2774-8501** (Customer Service Department) during normal office hours or fax **2774-8503**.
- No refund will be made after payment, but participants can arrange to have their places substituted should they be unable to attend the programme by notifying the Association at least 2 days prior to programme commencement.
- Fax reservations are welcome but are subject to confirmation by payment in full within 10 days of the date the reservation is made or 5 days prior to programme commencement, whichever is sooner.
- Applications, upon full payment, will be processed on a first-come first-served basis.
- When Typhoon Signal No.8 or above is in force during classes/examinations, all classes and examinations will be dismissed immediately. Replacement classes and remedial examinations will be arranged. When Black Rainstorm Warning is in force during classes/examinations, all classes and examinations will be held as scheduled.
- The HKMA reserves the right to make alterations regarding the details. For course details, please contact Customer Services Department on 2774-8501 or Ms Kathy Tam on 2774-8594. Website: www.hkma.org.hk
- The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.

Personal Data Collection Statement

1. The personal data of applicants are collected and kept for purposes of processing of applications of course enrolment, course admission, student and member administration, course research and statistical matters.
2. The personal data provided in this form will be used by the Association for direct marketing, including special offers, training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.
3. Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.

If you do not wish to receive information as stated in point 2 of this statement, please indicate your objection by ticking the box. You may at any time send your written requests to the Association.

Notes

1. I understand that all handout materials obtained in class are strictly for my own educational purposes.
2. I have understood all the "Notes for Application" listed in Application Form.

Applicant's Signature: _____ Date: _____