

Developed by:



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Executive Development Course

Seminar on How to Work with Your Bosses, Peers and Subordinates

It should be the work itself on which we should focus, if we aim to deliver results effectively. Yet we must be flexible and mindful of possible people-pitfalls that may complicate matters and hinder our work. This program provides clues, tactics and tips on how we can work with our bosses, peers and subordinates to collaboratively deliver the outcome we all want.

Friday
15 March 2019

or

Friday
21 June 2019

or

Friday
22 November 2019

9:00 am - 5:00 pm



How to Work with Your Bosses, Peers and Subordinates

INTRODUCTION

The company and our bosses expect us to create value and contribute to organisation growth and success. We are expected to perform and deliver the intended results. Hence, having the ability to work collaboratively with all levels of people including our bosses, peers and subordinates is critical, particularly when knowledge and competencies are increasingly more specialised. To work effectively requires us to be able to handle issues, be flexible, match our working styles and cope with people at all levels.

Often, people are able to handle the technical aspect of the job, but it is the lack of planning and foresight on possible people-pitfalls that trap them and prevent them from delivering their work as expected. This program provides clues, tactics and tips for how we can work with the people around us to help us succeed and thereby please our bosses, peers and subordinates.

OBJECTIVES

By the end of the workshop, participants will be able to:

- Recognise people types, their preferences and ways of working
- Examine your own methods of working so that you can better adjust and adapt to their styles and preferences
- Explore and broaden your interpersonal skills and techniques when dealing with people

DESIGNED FOR

Managers and Staff positions, Supervisors, Executives, Technical Staffs, Anyone interested in self-development.

CONTENTS

1. Managing Upwards, Sideway and Downwards

- People Types, Preferences and Habits
- Gender and Cultural Differences in Work Styles and Habits
- Male -Female Bosses, Peers and Subordinates
- Could the Problem Be You?
- Reframing Your Mindset - How to Respond Even on a Difficult Day

2. What Your Bosses, Peers and Subordinates Really Want from You

- Your Role to Clarify Delivery to Ensure Understanding, Clarity and Accuracy
- Degree of Control and be Informed of Progress

3. How to Work with Your Superiors

- Bosses Expect Forward Thinking and Proactive Actions from You
- Tactical Considerations
- Be Sensitive to Circumstances and Situations

- Polish up Your Communication and Bosses Handling Skills
- Examples of How to Work with Your Superiors

4. How to Work with Your Peers

- Tactical Considerations: Empathise, Put Yourself in His/Her Shoes
- Be Sensitive to Circumstances and Situations
- Competition Vs / and Collaboration
- Examples of How to Work with Your Peers

5. How to Work with Your Subordinates

- Tactical Consideration and Creating Engagement and "Buy-in"
- Be the Best Team Leader You Can Be
- Their Success is Your Success
- Examples of How to Work with Your Subordinates

WORKSHOP LEADER

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.

DATES & TIME

Friday, 15 March 2019 (9 am - 5 pm) [Register Now](#)
or
Friday, 21 June 2019 (9 am - 5 pm) [Register Now](#)
or
Friday, 22 November 2019 (9 am - 5 pm) [Register Now](#)

FEE (Inclusive of tea/coffee breaks)

HKMA Member: HK\$2,980

Non-member: HK\$3,180

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)

VENUE

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

LANGUAGE MEDIUM

English, but can supplement with Cantonese and Putonghua if needed.

METHODOLOGY

Discussions, videos, case study for demonstrations and skills practices with feedback from co-participants and the Program Coach.

DEADLINE FOR REGISTRATION

1 week before commencement

ENQUIRIES

For course details, please contact Ms Diana Li on 2774-8552; or visit the HKMA website: www.hkma.org.hk/seminar. For reservations and general enquiries, please call Customer Service Department on 2774-8501 or via fax 2365-1000.

Enrolment Form

HOW TO WORK WITH YOUR BOSSES, PEERS AND SUBORDINATES

- 15 March 2019 (SG-47493-2019-1-F) 22 November 2019 (SG-47493-2019-3-F)
 21 June 2019 (SG-47493-2019-2-F)

FEE: HKMA Member: HK\$2,980 / Non-member: HK\$3,180

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 **2365-1000**.
- 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 Diana Li on 2774-8552. 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: _____