

Team Leadership Competencies - How to Manage in order to Lead Effectively

Monday

21 January 2019

or

Wednesday

30 October 2019

9:00 am - 5:00 pm

MANAGING



Other courses on Team Leadership Competencies:

- How to Lead through Active Engagement
- How to Motivate and Get the Best out of People
- How to Select and Put the Right People in the Right Jobs
- Coaching Skills for Effective Leadership

Team Leadership Competencies - How to Manage in order to Lead Effectively

INTRODUCTION

Leadership is transforming vision into reality. Leading is about motivating, directing, evaluating, coaching and providing guidance to team members in addition to innovating, making changes and creating value for the organisation. Managing is about employing various processes, tools, methods and skills, working with and through people to achieve results despite adversity as resources are limited. Thus management skills are crucial in leadership.

Managers are not leaders, but leaders who do not possess the necessary management skills would have difficulty in being effective and successful leaders given that organisations are increasingly flatter in structure, more technology-oriented, and knowledge-based. Not losing sight of the vision and keeping implementation on track are critical to transforming vision into reality, thus demonstrating the importance of management skills.

All work is a process. All processes can be measured. And it is true that “what gets measured gets done” and one of the basic principles of management is that one needs to control the parts in order to control the whole. Profits don’t somehow appear at the end of the year. In fact, it is the timely short-interval reviews, control, including taking necessary actions to address variances against the plan which help move towards attaining the intended results. Therefore it is imperative that all organisations have adequate management systems and processes to enable all management levels to manage effectively.

This programme is designed to demonstrate the necessity and importance of management techniques and leadership skills in organisations.

OBJECTIVES

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

- Recollect classic management principles that are still applicable in this technology- enabled workplace
- Define the components of a Management Process and develop a Management Control System using technology as an enabler
- Compile and Interpret data through the use of management indicators and scorecards within the system as numbers tell a story
- Leading through the use of data and evidence
- Integrate management and leadership skills to bring results

DESIGNED FOR

- Managers
- Supervisors
- Staff Positions

CONTENTS

Management Principles

- What Is Management?
- Widely Known Management Principles that are Still Applicable
- Management Skills – the Foundation for Leadership
- Understand the Components of a Management Process
- The Need for a Management System to Provide Data
- Management Indicators and Scorecards within the System

Evidence Based Leadership

- Differences between Management and Leadership
- Leading through the Use of Data and Evidence Instead of “Gut Feel”
- “Gut Feel” –A Sign to Examine through Facts
- Numbers Tell a Story
- Communicate, Explore to Jointly and Collaboratively Determine Issues and Ways to Improve
- Use of Soft Skills to Build Trust, Relationship and Lead to Achieve Results
- Integrate Management and Leadership Skills to Bring Results

Case Study for Demonstration

- Interpreting Data
- Skills Practices and Role Play

WORKSHOP LEADER

Ms Weelan Ho is the Principal and Director of PGA Consulting Limited (HK) 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 as well as with the public sector.

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

DATES & TIME

Monday, 21 January 2019 (9:00 am – 5:00 pm) [Register Now](#) or

Wednesday, 30 October 2019 (9:00 am – 5:00 pm) [Register Now](#)

VENUE

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

FEE (Inclusive of tea/coffee breaks)

HKMA Member: HK\$2,780

Non-member: HK\$2,980

Early Bird Discount: HK\$200 each

(For those who enrol and pay one month before the course commencement date)

Group Discount: HK\$200 each

(For companies which send a total of two or more participants to this course and enrol at the same time)

METHODOLOGY

Discussions, Simulation Exercise, Video, Case Studies and Skills Practices.

LANGUAGE MEDIUM

English, but can supplement with Cantonese and Putonghua if needed, depending on the needs of participants.

DEADLINE FOR REGISTRATION

1 week before course commencement

ENQUIRIES

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

How to Manage in order to Lead Effectively

21 January 2019 (SG-A6866-2019-1-F)

30 October 2019 (SG-A6866-2019-2-F)

FEE: HKMA Member: HK\$2,780 / Non-member: HK\$2,980

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 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: _____