



# LEADERSHIP & MANAGEMENT TRAINING (2-DAY INTENSIVE TRAINING)

INSTITUTE OF LEADERSHIP  
& DEVELOPMENT  
SEPANG, MALAYSIA

20-21 SEPTEMBER 2018

Register Now!  
Closing date is  
31st July, 2018

Co-organized by:





## INTRODUCTION

Both leadership and management in the 21st Century are becoming increasingly more complex. Organisations in both public and private sectors are facing changes driven by political, economic, sociological, technological, legal and environmental issues. In order to successfully meet these challenges organisations need to ensure that their leaders and managers at all levels have a comprehensive understanding of their roles, goals and required competencies.

The Developing Leadership Competencies program is a two-day program designed to equip leaders and middle managers with the leadership competencies required to achieve business results through people. This program aims to create an interactive platform where participants can connect with one another and share experiences and learning for collective and personal growth and development.

The range of 21st Century competencies:

- The need to think strategically
- The principles of managing change
- How to approach and solve problems creatively
- Critical aspects of teamwork
- The process of motivating yourself and others
- Methods for managing conflict
- Techniques for dealing with difficult staff

At the end of the programme, the participant will :

- know the importance of character in management
- understand how to be a Champion of Change
- clarify the important roles as a leader
- understand Five Core Competencies of effective leader
- understand a model for Developing a Successful Strategy
- know how to build a high performance team
- know the art of motivating employees
- know the method of dealing with conflicts between team members
- know how to handle difficult people



## LEARNING OBJECTIVES

In order to acknowledge individual participants' different learning styles the training course uses a wide range of training methodology. Your training course leader will encourage active participation to capitalize on your existing experience and expertise, plus the use of:

- Lectures
- Case studies
- Psychometric questionnaires
- Group exercises and discussions

In addition, where appropriate, participants will be encouraged to discuss 'real life' situations in their organizations.



## PROGRAM METHODOLOGIES

A 2-day short course designed for :

- Leaders seeking to enhance their performance
- Leaders seeking a greater understanding of management
- Leaders desiring to sharpen their skills



## WHO SHOULD ATTEND?

## FEATURED SPEAKER:



**Professor Emeritus Dato'  
Sheikh Omar Abdul  
Rahman**

- 41 years of experience in teaching and research at Universiti Putra Malaysia (UPM)
- Received his formal training in the University of Queensland, Australia and the University of Saskatchewan, Canada
- Member of the Royal College of Veterinary Surgeons, London in 1977
- Chairman of Nobel Laureate Committee of MOHE and MOSTI in 1997 to 2001
- Member of the Research University Steering Committee of MOHE from 2003 until now
- President of the Malaysian Association of Professional Speakers (MAPS) from 2006 to 2008
- As a lecturer, associate professor and professor from 1974 to 2011 and was dean (1997-2001).
- As Director of Corporate Planning (2009-2011), he was responsible for formulation of strategic plans for the whole university, quality accreditation of all faculties, institutes, laboratories and other entities in UPM.
- He was awarded the Emeritus Professorship by UPM in March 2012.
- A certified NLP Practitioner. His devotion in the field of speaking and training has made him a frequent speaker to public sectors as well as private entities in Malaysia and internationally (USA, UK, Turkey, Doha, Oman, Yemen, Sri Lanka, Korea, Indonesia and Singapore).

# TENTATIVE PROGRAM

DATE	ITERENARY
<b>20 September 2018</b> Thursday (Registration : 8.00a.m)	<b>Transformational Leadership</b> <ul style="list-style-type: none"> <li>• Portrait of a transformation</li> <li>• Charismatic and transformational leadership</li> <li>• Phases of transformation</li> <li>• The importance of change.</li> <li>• Resistance and reactions to change</li> <li>• Making change stick</li> </ul>
<b>21 September 2018</b> Friday	<b>Sustained Excellence &amp; Change Management</b> <ul style="list-style-type: none"> <li>• The need for sustained excellence</li> <li>• Creating sustained excellence</li> <li>• The importance role of leadership in initiating organizational change</li> <li>• The importance of shared vision</li> <li>• Understanding organizational values</li> <li>• Integration of knowledge with effective organizational theory</li> <li>• Catalysts for organizational performance</li> <li>• The change in culture</li> </ul>

## VENUE

Institute of Leadership & Development (ILD)  
**UNIVERSITI TEKNOLOGI MARA**  
Lebuh Enstek, Bandar Enstek  
71760 Nilai, Negeri Sembilan

## DURATION

2 days

## FEE

**Early Bird\* – RM2,100.00/person**

(Payment before or at 30/6/2018)

**Normal Price – RM2,500.00/person**

(Payment from 1/7/2018 until 31/7/2018)



### The Fee Includes :

- Accommodation
- Meals
- Course Materials
- Certificate of Completion

# REGISTRATION FORM

NAME	
DESIGNATION	
ORGANISATION NAME	
ADDRESS	
TEL. NO.	
FAX. NO.	
EMAIL ADDRESS	
FEE	Early Bird – RM2,100.00/person <input type="text"/> Normal Price – RM2,500.00/person <input type="text"/>

NAME	
DESIGNATION	
ORGANISATION NAME	
ADDRESS	
TEL. NO.	
FAX. NO.	
EMAIL ADDRESS	
FEE	Early Bird – RM2,100.00/person <input type="text"/> Normal Price – RM2,500.00/person <input type="text"/>

## PAYMENT INFORMATION

Payment shall be made to “**PUSAT PERUBATAN UNIVERSITI MALAYA**” through cross cheque, bank draft, local order or letter of undertaking.

**Account Number** 14171010007496  
**Swift Code** BIMBMYKL  
**Bank** Bank Islam Malaysia Berhad  
Cawangan Universiti Malaya  
Tingkat Bawah, Bangunan Peperiksaan  
Universiti Malaya, Lembah Pantai  
50603, Kuala Lumpur

**KINDLY RETURN THIS FORM BEFORE CLOSING DATE (31<sup>st</sup> JULY, 2018) TO:**

**sales@ummc.edu.my**

## CONTACT PERSONS

### Pusat Perubatan Universiti Malaya, Kuala Lumpur

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### Accounting Research Institute (ARI), UiTM Shah Alam

Name	Office No	H/P No	Email Address
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Prof Madya Dr. Jamaliah Said	03-55444891	019-2288049	jamaliah533@salam.uitm.edu.my

### BOOKING AND PAYMENT POLICY

By completing, signing and submitting to us this registration form you are confirming a place for the training. You are also confirming your understanding of our Booking and Payment Policy.

### CANCELLATION POLICY

- A **50% administration fee** will be levied for cancellations made up to **ONE MONTH** prior to the start of the course. Cancellations thereafter will be liable to the loss of the full fee. Notice of cancellation must be given in writing by letter or fax and action will be taken to recover, from the delegates or their employers, that proportion of the fee owing at the time of cancellation.
- Refunds for payments done via **Electronic Fund Transfer (EFT)** will be processed after the course.

### DISCLAIMER

**THE ORGANISER** reserves the right to cancel an advertised course at short notice. It will endeavor to provide participants with as much notice as possible, but will not accept liability for costs incurred by participants or their organizations for the cancellation of travel arrangements and/or accommodation reservations as a result of the course being cancelled or postponed. If a course is cancelled, fees will be refunded in full. **THE ORGANISER** also reserves the right to postpone or make such alterations to the content of a course as may be necessary.