



MALAYSIAN INSTITUTE OF MANAGEMENT
Institut Pengurusan Malaysia (22978-D)

MANAGING PEOPLE AND PERFORMANCE

Developing Effective Managerial Skills

PEOPLE MASTERY

Never before has so much been expected of managers, executives and supervisors. Given the changing economic and environmental forces, the need for management to bring out the best in their people is even greater. The traditional financial motivators are no longer affordable by most companies. Managers must manage beyond financial motivators and beyond financial numbers. The Balanced Scorecard will be introduced.

This programme provides the newly appointed managers and existing managers with a broad perspective of managerial effectiveness that is in alignment with today's competitive environment. It will equip them with all-round skills needed to build an effective, highly motivated, creative and energised working team. Managing and leading people are keys to managerial success. Principles from Good to Great and best practices of successful local and global managers will be discussed.

By acquiring these knowledge, skills and attitudes you will not only learn how to be a positive contributor in your efforts to help steer your organisation in today's ever changing environment to greater heights, but also steer your own managerial and career success.

LEARNING METHODOLOGY

- Presentations
- Case Studies
- Role-plays
- Group Discussions
- Interactions
- Reflections
- Participation



PSMB SCHEME

- SBL



70% training grant (for eligible SMEs)
(Early bird and group discounts are not applicable for those who apply for programmes under this training grant.)



DESIGN FOR

First Level Managers, entrepreneurs, and even CEOs will find the programme stimulating and full of best practices to take away.

LEARNING OUTCOME

At the end of this programme, you will be able to:

- Gain confidence and better understand the various aspects of management and leadership.
- Provide yourself with the knowledge and experience of effective teamwork and leadership which will enable you to achieve results through people
- Understand how to be an effective leader of various situations and varieties of employees
- Apply the art of managing and leading people to greater results.
- Increase your awareness of the challenges of change, and to provide you with the tools and techniques of managing change to increase your own as well as organisational effectiveness
- Equip yourself with techniques of problem solving and decision making
- Manage time and resources for maximum results
- Be able communicate effectively
- Continue the management and leadership journey within your organisations and make further progress in your management career.

PROGRAMME OUTLINE**Day 1**

- The Manager's Job and Challenges
- Management Priorities
- Management Skills and Competencies
- Levels of Organisation and Planning at Various Levels
- Authority and Delegation
- Managerial Roles
- The New Style Manager

Day 2

- Group Exercises on Team Building
- Developing a Team within the Organisation
- Team Creativity
- Team Exercise
- Building a progressive and dynamic team culture in the workplace
- Attributes of a high performance team
- Case Study
- Reflection

Day 3

- The Learning Organisation
 - What is a Learning Organisation
- Personal Mastery
 - Personal Mastery and Vision/Values
- Managers vs. Leaders
 - How are Managers different from Leaders
- Situational Leadership
- Power of Five Leadership Practices
- Managing Change and the key elements
- Influence Strategies for Leaders

Day 4

- Exercises in Communication
- How to communicate more powerfully
- Presentation skills
- Case Study of actual presentation
- Practices
- Conducting meetings
- Writing letters, memos and reports
- Exercises and discussions
- Reflection

Day 5

Time and Life Management

- Importance and Urgent
- Prioritising and Daily Schedules
- Time Management Techniques
- Case Studies
- Tools of Time Management
- Managing Time Wasters

The Principles Of Problem Solving And Decision Making – Puzzle And Problem

- Rational and Creative Process
- Exercise in Problem Solving
- Force Field analysis in Problem Solving – The Coyote, The Competitor and The Eagle
- Decision Making Process
- Reflection

LEARNING FACILITATOR**Simon Soh, MIM-CPT, MMIM, CKM**

MBA (Cranfield School of Management, UK), Dip. In Production Engineering (Dist.), Singapore Polytechnic, S'pore Dip. In Management Programme (Dist.) (MIM) Grad. Dip. In Marketing (CIM, UK)
 Toastmaster ATM (Gold) Certified Coach and Trainer (USA and Malaysia) Certified Knowledge Manager (USA)

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For registration and further information,
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ADMINISTRATIVE DETAILS**FEES:**

Member: RM3,050
 Non-Member: RM3,540
 (Inclusive of the 6% GST)

DURATION: 5 days **TIME:** 9:00 am - 5:30 pm

DATES:

- 28-31 March / 1 April 2016
- 30-31 May / 1-3 June 2016
- 22-26 August 2016
- 24-28 October 2016
- 5-9 December 2016