



FOUNDATION OF LEADERSHIP SKILLS TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

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Course Title: Foundation of Leadership Skills Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with the essential foundation required to develop strong leadership capabilities in the workplace. The course focuses on building leadership mindset, communication effectiveness, teamwork, emotional intelligence, problem-solving, and the practical skills needed for leading people. Participants will learn how to transition confidently into leadership roles while applying fundamental tools to guide teams, manage challenges, and support organisational goals.

OBJECTIVE(S):

- Understand the foundational principles of leadership.
- Build a positive leadership mindset and personal accountability.
- Strengthen interpersonal communication and influence skills.
- Develop the ability to motivate, guide and support team members.
- Learn basic conflict handling and stress management techniques.
- Enhance problem-solving and decision-making abilities.
- Apply practical tools for effective day-to-day leadership.

TARGET GROUP(S):

- New Leaders / First-Time Supervisors
- Team Leaders, Coordinators & Line Leaders
- Junior Executives transitioning to leadership roles
- Anyone seeking to build leadership fundamentals

ENTRY REQUIREMENT(S):

- Able to read, write, and communicate in Malay/English

TOPIC(S):

1. Introduction to Leadership Fundamentals
2. Leadership Mindset & Personal Accountability
3. Emotional Intelligence (EQ) for New Leaders
4. Effective Workplace Communication
5. Building Trust & Positive Influence
6. Teamwork, Motivation & Engagement
7. Managing Conflict & Difficult Situations
8. Problem-Solving & Decision-Making Skills
9. Basic Coaching & Guiding Techniques
10. Developing Personal Leadership Growth Plan

LIST OF REFERENCE BOOK(S):

- The Leadership Challenge – Kouzes & Posner
- Emotional Intelligence – Daniel Goleman
- HBR Leadership Essentials
- Situational Leadership (Blanchard)

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories

METHODOLOGY(S):

- Lecture
- Group discussions
- Case studies
- Practical leadership exercises
- Role-play & interactive workshops

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration & Introduction
9:00 am – 9:45 am	Topic 1: Understanding Leadership Fundamentals
9:45 am – 10:30 am	Topic 2: Leadership Mindset & Personal Accountability
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 3: Emotional Intelligence for Leaders
11:30 am – 12:30 pm	Topic 4: Effective Communication Skills
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 5: Influence & Trust-Building Skills
2:30 pm – 3:30 pm	Topic 6: Teamwork & Motivation Essentials
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Workshop 1: Leadership Communication Simulation

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 9:45 am	Topic 7: Handling Conflict & Difficult Behaviours
9:45 am – 10:30 am	Topic 8: Problem-Solving & Decision-Making Skills
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 9: Basic Coaching & Guiding Techniques
11:30 am – 12:30 pm	Topic 10: Supervisory Responsibilities & Daily Leadership Tasks
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Leadership Tools Session – Practical Application
2:30 pm – 3:30 pm	Team Leadership Exercise – Scenario Practice
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Final Workshop: Personal Leadership Growth Plan