



## **LEADERSHIP IN ACTION – HIGH PERFORMANCE GOALS TRAINING**



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

**Course Title:** Leadership in Action – High Performance Goals Training

**Course Validity:** 2 Days

**Validity:** Not Applicable

**HRD Corp Scheme:** Claimable

## **INTRODUCTION**

This training equips participants with the leadership skills required to drive high performance through clear goal-setting, accountability, collaboration, and behavioural excellence. It focuses on translating leadership concepts into actionable strategies, enabling leaders to motivate teams, overcome performance barriers, communicate direction effectively, and align individual output with organisational objectives. Participants will learn practical tools to build a performance-driven culture and transform goals into measurable achievements.

## **OBJECTIVE(S):**

- Understand the principles of high-performance leadership.
- Learn how to set SMART and strategic goals for teams and individuals.
- Strengthen communication and influence skills for performance execution.
- Apply practical tools for monitoring, motivating, and elevating team results.
- Develop leadership behaviours that inspire accountability and ownership.
- Learn how to overcome resistance, performance issues, and workplace challenges.
- Create a high-performance action plan for team and organisational growth.

**TARGET GROUP(S):**

- Managers & Supervisors
- Team Leaders & Coordinators
- High-Potential Employees
- Department Heads
- Anyone managing people or performance outcomes

**ENTRY REQUIREMENT(S):**

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

**TOPIC(S):**

1. Introduction to High-Performance Leadership
2. Characteristics of High-Performing Leaders
3. Goal-Setting Frameworks (SMART, OKR, KPIs)
4. Aligning Team Goals with Organisational Strategy
5. Effective Leadership Communication
6. Enhancing Accountability & Ownership
7. Motivating and Inspiring High Performance
8. Performance Barriers & Problem-Solving Tools
9. Coaching for Performance Improvement
10. Building a High-Performance Culture
11. Leadership Execution Tools & Behavioural Skills
12. Action Plan for High-Performance Leadership

**LIST OF REFERENCE BOOK(S):**

- High Performance Habits – Brendon Burchard
- The Leadership Challenge – Kouzes & Posner
- Harvard Business Review – Performance Management
- “Measure What Matters” – OKR Method (John Doerr)

**LIST OF TEACHING AID(S):**

- LCD projector
- Computer
- Whiteboard with accessories

**METHODOLOGY(S):**

- Lecture
- Group discussions
- Case studies
- Leadership exercises & simulations
- Goal-setting workshops

## TRAINING SCHEDULE

### Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration & Introduction
9:00 am – 9:45 am	Topic 1: High-Performance Leadership Fundamentals
9:45 am – 10:30 am	Topic 2: Traits & Behaviours of High-Performing Leaders
10:30 am – 10:45 am	<b>Morning Tea Break</b>
10:45 am – 11:30 am	Topic 3: Goal-Setting for Performance (SMART, OKR)
11:30 am – 12:30 pm	Topic 4: Aligning Team & Organisational Goals
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 2:30 pm	Topic 5: Leadership Communication for High Performance
2:30 pm – 3:30 pm	Topic 6: Accountability & Ownership Techniques
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Workshop 1: Setting High-Impact Performance Goals

## 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: Motivating Teams Toward High Achievement
9:45 am – 10:30 am	Topic 8: Overcoming Performance Barriers
10:30 am – 10:45 am	<b>Morning Tea Break</b>
10:45 am – 11:30 am	Topic 9: Coaching & Feedback for Performance Growth
11:30 am – 12:30 pm	Topic 10: Driving Continuous Improvement
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 2:30 pm	Topic 11: High-Performance Culture Building Strategies
2:30 pm – 3:30 pm	Topic 12: Leadership Execution Tools
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Final Workshop: High-Performance Action Plan Development