# LEARNING TO LEAD (DEVELOPMENT OF LEADERSHIP) TRAINING

**Course Title:** Learning to Lead (Development of Leadership) Training

**Course Validity:** 2 Days

**Validity:** Not Applicable

**HRD Corp Scheme:** Claimable

## INTRODUCTION

This training provides participants with the foundation and practical tools needed to transition from individual contributor to effective leader. It focuses on the essential elements of leadership development including mindset, self-awareness, influence, communication, team engagement, performance supervision, and problem-solving. Participants will learn how leadership differs from management and how to practise people-centric leadership to drive team performance and organisational results.

## OBJECTIVE(S):

- Understand the core principles of leadership development.
- Build a strong leadership mindset and self-awareness.
- Strengthen interpersonal and communication skills for leading people.
- Learn how to motivate, guide and influence team members.
- Apply practical leadership tools for supervising and developing employees.
- Manage workplace challenges, conflict and performance issues.
- Develop a personalised action plan for continuous leadership growth.

**TARGET GROUP(S):**

- New Leaders / Supervisors

- Team Leaders & Coordinators

- Aspiring Leaders

- Junior Managers

- Anyone transitioning into a leadership role

**ENTRY REQUIREMENT(S):**

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

**TOPIC(S):**

1. Introduction to Leadership Development

2. Leadership vs Management

3. Building Leadership Mindset & Self-Awareness

4. Emotional Intelligence (EQ) for Leaders

5. Communication & Influence Skills

6. Motivation, Engagement & Empowerment

7. Managing Team Dynamics & Collaboration

8. Conflict Management & Problem-Solving

9. Coaching & Mentoring Fundamentals

10. Building a Leadership Action Plan

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

- The Leadership Challenge – Kouzes & Posner

- Emotional Intelligence – Daniel Goleman

- HBR Leadership Collection

- Situational Leadership Model (Blanchard)

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

- LCD projector

- Computer

- Whiteboard with accessories

**METHODOLOGY(S):**

- Lecture

- Group discussions

- Case studies

- Leadership exercises & role-play

- Practical 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 Development |
| 9:45 am – 10:30 am | Topic 2: Leadership vs Management |
| 10:30 am – 10:45 am | **Morning Tea Break** |
| 10:45 am – 11:30 am | Topic 3: Leadership Mindset & Self-Awareness |
| 11:30 am – 12:30 pm | Topic 4: Emotional Intelligence in Leadership |
| 12:30 pm – 1:30 pm | **Lunch Break** |
| 1:30 pm – 2:30 pm | Topic 5: Communication Skills for Leaders |
| 2:30 pm – 3:30 pm | Topic 6: Influence, Trust & Relationship Building |
| 3:30 pm – 3:45 pm | **Afternoon Tea Break** |
| 3:45 pm – 5:00 pm | Workshop 1: Leadership Communication Simulation |

# MTBM

**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 & Engaging Team Members |
| 9:45 am – 10:30 am | Topic 8: Managing Team Dynamics |
| 10:30 am – 10:45 am | **Morning Tea Break** |
| 10:45 am – 11:30 am | Topic 9: Conflict Management & Problem Solving |
| 11:30 am – 12:30 pm | Topic 10: Coaching & Mentoring Fundamentals |
| 12:30 pm – 1:30 pm | **Lunch Break** |
| 1:30 pm – 2:30 pm | Leadership Tools Session: Decision-Making Models |
| 2:30 pm – 3:30 pm | Leadership Tools Session: Supervisory Skills |
| 3:30 pm – 3:45 pm | **Afternoon Tea Break** |
| 3:45 pm – 5:00 pm | Final Workshop: Personal Leadership Development Plan |