



# LEADERSHIP TRAINING



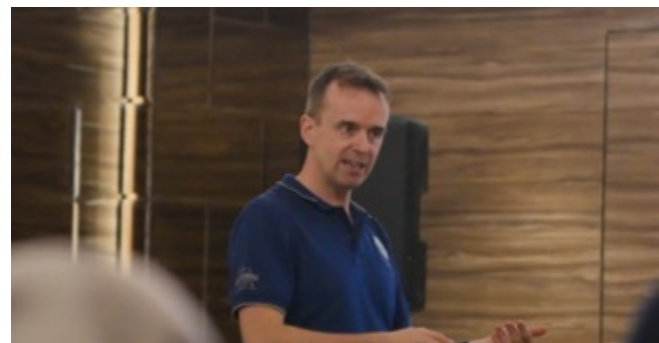
## CERTIFICATION:





We are a team of friendly internationally certified trainers, coaches and facilitators based in Indonesia who have interests in a wide variety of people development programs. We love to work with people like you to create amazing experiences and achieve your developmental goals. Whether you need help with public speaking, goal setting, improving your company guest satisfaction scores, empowering your leadership teams or breaking through any limiting beliefs, we can definitely help.

## WHO WE ARE?





Leadership is one of those things that's often awfully hard to define but you know when you see it, and you definitely know when it's missing.

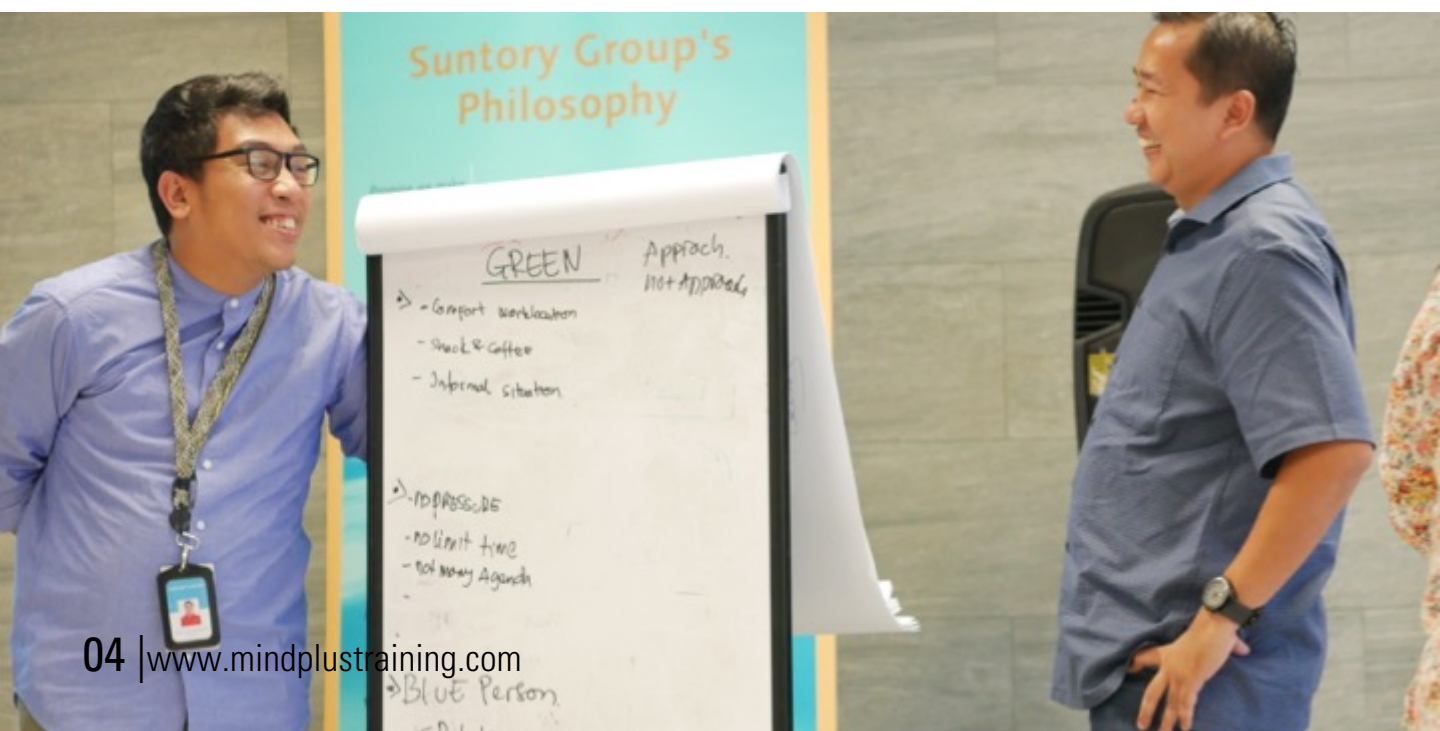
You may have some people who now have to 'step up to the plate' and take on far more of a leadership role than previously. You may need them to demonstrate the kind of leadership behaviours that others aspire to.

There may be managers who have to take the next step and go beyond being good or even excellent managers, to become inspirational leaders within the business.

## LEADERSHIP TRAINING OBJECTIVES

- ⊕ Understanding good leadership behaviours
- ⊕ Learning the difference between leadership and management
- ⊕ Gaining insight into your patterns, beliefs and rules
- ⊕ Defining qualities and strengths
- ⊕ Determining how well you perceive what's going on around you
- ⊕ Polishing interpersonal skills and communication Skills
- ⊕ Learning about commitment and how to move things forward
- ⊕ Making key decisions
- ⊕ Handling your and other people's stress
- ⊕ Empowering, motivating and inspiring others
- ⊕ Leading by example
- ⊕ So what exactly is a leader?

Our approach is to run leadership programmes where natural leaders can develop the skill and insight to become great ones. And where fledgling leaders learn to lead with flair and authenticity.



## CHANGE MANAGEMENT

- Facilitate positive change
- Understand the Change Management process
- Work with people through Change

### COURSE OVERVIEW



The world is changing and is changing faster than ever before. Our technological progress is affecting every area of our lives and as a result of that, the markets are changing quickly too. Organisations that want to remain competitive in this ever changing market need to be one step ahead of the change or risk losing out to those who do. This course is designed to help the participants familiarise themselves with these topics so they can be prepared to handle them when designing or executing a change management programme. The course contains both theoretical and practical content. Participants will learn about established theories of change management and reasons for failure. They will learn what is involved in each stage of a change programme and what they need to consider to maximise the likelihood of its success.

## CHANGE MANAGEMENT OUTCOMES

By the end of this course, participants will be able to:

- ⊕ Understand why some organisations fail in change management
- ⊕ Understand how people handle change and why their reactions matter
- ⊕ Plan stages of a change process and increase the likelihood of success
- ⊕ Learn the proven principles of change management
- ⊕ Understand why people are afraid of change and use behavioural techniques to overcome their resistance to change
- ⊕ Identify skill gaps and required infrastructural changes through a structured approach
- ⊕ Evaluate people's performance and use coaching and mentoring to motivate them towards change
- ⊕ Use various tools to identify which areas you need to focus on the most and how to move forward

## LEADERSHIP **TOOLBOX**

Become a successful Leader

### COURSE OVERVIEW



Transitioning from a team member into a management role comes with challenges. A shift in mindset and new skill sets are required. This 1 day Leadership toolbox workshop is designed for candidates management positions. The program covers the core skills that all managers need to manage a team effectively and get results. We use dynamic role plays and experiential learning to ensure that delegates fully grasp the tools needed to excel and succeed.

## LEADERSHIP **TOOLBOX** OUTCOMES

By the end of this course, participants will be able to:

- +** Understand what is meant by management and managerial effectiveness.
- +** Learn situational leadership and action centered leadership models
- +** Identify managerial activities that contribute to managerial effectiveness.
- +** Review and learn techniques for creating motivation
- +** Learn to lead through levels of development
- +** Learn the true art of delegation
- +** Be introduced to NLP for leadership and learn how to use incantations
- +** Understanding the role of health and wellness in management

# SUPERIOR SUPERVISOR

Become an effective supervisor | Learn to delegate and manage others

## COURSE OVERVIEW



Often we find ourselves in a position of power or a role in which we have to delegate responsibilities and supervise team members, but lack the experience and techniques to properly motivate, organize, and manage others to their and our full potential.

The role of a supervisor is often the most important on the team; a supervisor is not only responsible for their own success but also that of every member of the team, so it's crucial to know effective techniques in managing and motivating everyone to their full ability.

Through our one day Supervisory Skills workshop we will teach you the fundamental roles and functions of a supervisor, techniques in time management and working with deadlines, and important problem solving skills. You'll learn how to delegate tasks the right way, how to forge relationship with different people, and how to build rapport with your team. You'll also learn more advanced techniques in situational leadership, motivation and mentoring, and the best ways to perform appraisals and interventions. We will also school you in solutions to common supervisory challenges and problems you are likely to face.

Whether you are new to a supervisory role or experienced at supervising staff but needing to improve your management skills, this course is aimed at helping you grow into the role.

## SUPERIOR SUPERVISOR OUTCOMES

By the end of this course, participants will be able to:

- + Avoid common pitfalls for new supervisors and managers
- + Learn how to choose the right leadership style for any situation
- + Use a model for developing and coaching employees
- + Use a feedback model for giving negative feedback in a positive way
- + Delegate work effectively
- + Deal effectively with difficult behavior and unsatisfactory performance

## JIGSAW DISCOVERY TOOL

Learn how to modify Leadership behavior to create powerful results

### COURSE OVERVIEW



The Jigsaw Discovery Tool **8 hour** workshop is a facilitated discovery session in which participants learn about themselves and other people. They learn to understand and respond to different preferences when it comes to influencing, communicating, leading, coaching, managing conflict, consulting, selling and serving.

Understanding preferences allows us to change the way we communicate and interact with others to drive improved business performance and results.

During the morning session we will uncover our preferences and behaviours using the Jigsaw Discovery tool process. In the afternoon session we will use experiential learning and activities to apply these behaviours using the situational leadership model. Participants will fully understand how their preferences and behaviours impact each other and their leadership style.

Our Leadership style directly influences the teams that we lead across an organization.

As a learning module, JDT enhances performance throughout any organization.



## JIGSAW DISCOVERY OUTCOMES

### Return On Investment

- Increase productivity of individuals, work groups and project teams.
- Reduce project delivery times.
- Maximise individual and team contribution

### Return On Innovation

- Generate new ideas across workgroups.
- Create excitement amongst work groups and teams.
- Use teams to improve creative problem solving

### Return On Implementation

- Develop clear processes for communication improvement plans
- Create a clear and common language across multiples silos
- Easy implementation due to tool's simplicity

### Return On Interaction

- Increase interaction levels across teams
- Create common language through inclusive tactile tool
- Create new and develop existing relationships in teams and across silos



## CUTTING EDGE TRAINING SKILLS

- Delivery Skills
- A Comprehensive Programme on Train The Trainer,
- Utilising the Latest Research in Learning and Effective Transfer of Knowledge

### COURSE OVERVIEW



Delivering a training programme requires many skills. A trainer must know the content well or be an expert in it, be able to communicate well, know how learning works, have a high level of empathy to understand what delegates are going through and be able to show enthusiasm about the content.

Since these are only skills, anyone can master them with correct training. Trainers must feel confident about their domain or expertise, however a good trainer must possess a set of skills directly dedicated to training others and on transfer of knowledge from one person to another.

This programme allows trainers to acquire these critical skills by understanding the way they work and delegate's learning patterns. The programme employs the same mechanism to train learners; hence learners can see the method both in theory and in practice. As a result, this comprehensive programme allows delegates to learn a substantial amount of content in a very short time. The programme is designed to take place over three days. Although this is the recommended length, you can easily modify the content to suit your delegate's needs and time available for training.

The Train the Trainer programme prepares delegates to deliver outstanding training sessions regardless of the topic. In addition, it also prepares delegates to use training materials which are designed in line with Accelerated Learning principles discussed in the programme.

## CUTTING EDGE TRAINING SKILLS OUTCOMES

By the end of this course, participants will be able to:

- ⊕ Design a training course targeted for adult learners
- ⊕ Plan the delivery of a course by ensuring that all the key elements of effective training are present
- ⊕ Learn how to communicate one's message effectively
- ⊕ Develop techniques to overcome barriers to learning
- ⊕ Prepare and deliver a training session
- ⊕ Learn to construct assessments to validate the learning
- ⊕ Gain techniques for providing encouragement and coaching during the training process
- ⊕ Create post-course evaluation forms
- ⊕ Evaluate their peers and also receive feedback from them during class
- ⊕ Be provided, upon request, a filmed DVD of each participants in-class presentation





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