

## **Leadership Development Series:** **Self and Team Leadership**

### **PROGRAM DESCRIPTIONS**

This 3-day leadership program is designed to develop participants' self leadership and team management skills in excelling performance and team collaboration. It is based on solid leadership and managerial theories and the extensive practical business experience of the trainers.

Interactive, lively and practical methodologies are used to conduct the trainings. The emphasis is put on the practicality of the learnt skills and help participants to make a difference after the course.

The program is divided into two modules:  
The first module is "**Self Leadership**" which is focus on stimulating participants' leadership potential through some personality assessment and 360<sup>0</sup> feedbacks from peers, management, and subordinates. When compare with recent requirements in leadership, participants can understand their strengths as well as pitfalls. Through self reflection, participants can develop a plan for their growth direction.

The second module is "**Team Leadership**" which will provide essential skills that a leader should acquire build an engaging and collaborative team. These include essential communication skills, key elements in motivating staff and coaching to gain commitment from staff.



### **BENEFITS FOR PARTICIPANTS**

- Enable participants to better understand how people perceive the world and make decision.
- Encourage individual to face his/her strengths and pitfalls bravely and then work with colleagues in complement.
- Enable the participants to have better collaboration and communication with others.
- Empower the participants to motivate their team members to achieve desired goals.
- Be effective in people management via better understanding of the interests, preferred communication approaches and feelings of their team members.
- Arrive at a win-win-win solution, and thus develop long-term collaboration with colleagues.



## TRAINER'S PROFILE

### Dr. Eunice CHEN

- **DBA** (University of New Castle), **MBA** (CUHK), **BSc** (HKU), *Dip. In Marketing* (CUHK)
- *Certified Professional Trainer*
- *MBTI Step I & II Accredited Administrator*
- *Certified Behavioral Consultant (DISC)*
- *Certification in Enneagram Training*
- *Certified NLP Coach*
- *Neuro Linguistic Programming (NLP) Master Practitioner*



Dr. Chen has delivered various consultancy services, leadership and sales trainings to corporations and tertiary education institutes in Hong Kong and China, including, PCCW, SAS, Citibank, Stock Exchange, Chanel, Samsung, Carlsberg Brewery, Tricor Service, VTech, HACTL, Centaline Property Agency, Labour Department and Trade Development Council.

## COURSE CONTENT

### Items to be covered

#### **Module One: Self Leadership**

##### **Objective: unleash your leadership strengths and establish a dynamic leadership mindset**

- Understand how people intake information, making decision, life style and recharging themselves through the personality tool Myer-Briggs Type Indicator (MBTI).
- Participants can better understand themselves and their staff, peers, boss, and customers so as to increase their flexibility in dealing with different personality types and gain higher acceptance to & from others.
- Through a simple and encouraging 360° assessment tool, Johari Window to collect feedbacks from peers, subordinates, and boss. This provides an all-rounded reflection on the participant's strengths and pitfalls.
- Finally participants can work out a plan to further unleash their potentials as well as improve their pitfalls!

#### **Module Two: Team Leadership**

##### **Objectives: Increase flexibility in managing the team and effectiveness in engaging staff**

###### ***Communication essentials***

- Understand the **communication barriers** in human interaction and tips to overcome them

###### ***Motivation essentials***

- **Analysis the motivation factors** through four dimensions, namely, matching employee's needs, personality drive, motivating responses and use of languages.

###### ***Coaching to engage staff and draw out high commitment***

- Share a coaching model, **ICOACH**, to engage and gain commitment from staff.
- Integration the above motivating factors with coaching. Follow with role play and case study in getting team members aligned and collaborated to common goals.

## COURSE DETAILS

<b>Date</b>	9, 16, 23 September, 2013 (Monday)
<b>Time</b>	9:00AM – 5:30PM
<b>Venue</b>	<b>Paragon Culture and Conference</b> - 23/F, The Pemberton, 22-26 Bonham Strand, Sheung Wan, Hong Kong (Exit A2, MTR Sheung Wan Station)
<b>Course Fee</b>	\$8,800 (Include lunch)

**Enquiry: [info@apexinstitute.com](mailto:info@apexinstitute.com) or tel: 23937111**

## PARTICIPANTS FEEDBACKS

This course opens my eyes to see myself, others and the world and deepens my understanding of different characters which helps me much easier to understand others. The trainer, Eunice, is a sincere & humble person who conducted the course with passion and heart. Her presentation is well organized – Class “A” trainer provides in-depth knowledge but not difficult to understand. The course is conducted in high level of interaction – full of two-way communications, group discussion, interesting exercises and her debriefings.

**Margaret Shiu,**  
**HR Manager, VTech Corporate Services Ltd**

This course is useful and easy to understand, and has some really good real-world examples that are wonderful... She presents you with some assessments and case studies where you can practice making use the various techniques. They are simple yet useful.

This course has a lot for everyone: integrated, comprehensive and applicable; not simply about tricks, flattery or social politics. Overall, I find this course well worth the investment.

**Raymond Ho,**  
**Chief Financial Officer, Media Source Holdings Ltd**

在這課程中我除了更新了領導技巧和理論之外，亦洞察了領袖必須不時反思和評估自我和他的團隊，尋找改善的空間和配合不斷變化的環境，尊重和善用人與人之間的差異，有效地去完成隊團目標。

課程最獨特是很強調領導技巧和理論的應用和實用性，導師甄穗怡小姐除了在訓練技巧很專業之外，也曾在大型商業機構有多年的管理經驗，能夠很生動地引導學員交流和擴寬實戰經驗，在課堂上能激發學員的思維，看到問題的核心。

**陳德新,**  
**Consultant, Rail Consult Company Limited**

## Self and Team Leadership Course Enrollment Form

If you are interested in this course, you can apply through one of the following two methods:

- 1) Complete the enrollment form and prepare a crossed cheque with the appropriate fee made payable to "Apex Institute Limited" and then mail to APex Institute Limited, 9B, 9/F, Po Fung Building, 77 Lai Chi Kok Road, Hong Kong.
- 2) Bank transfer the appropriate fee to the following bank account, and send the receipt (please mark down your name and contact number) and the Course Enrollment Form via Fax or E-mail.

Bank : Wing Lung Bank Ltd.  
A/C Name : Apex Institute Limited  
A/C NO.: 602-204-8174-7  
Fax : 2393-7115  
E-mail : info@apexinstitute.com

Please complete the form in English BLOCK LETTERS. Please complete all items.  
(Please ✓ whichever appropriate)

Do you need a course receipt?  Yes  No

Name (as shown on HK ID / Passport) \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)

Gender :  Male  Female

Day Time Phone No. : \_\_\_\_\_ Mobile : \_\_\_\_\_

E-mail : \_\_\_\_\_ Fax : \_\_\_\_\_

Mailing Address : \_\_\_\_\_  
\_\_\_\_\_

Company Name : \_\_\_\_\_ Position : \_\_\_\_\_

Job Nature : \_\_\_\_\_ Industry : \_\_\_\_\_

Age :  19-24  25-34  35-44  45-54  over 54

Education Level:  Secondary or below  Bachelor degree  Master degree or above