

# Leadership Excellence

## Leadership Excellence

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Seminar



3 Dates available



Certificate of Completion



Virtual learning



16 Lessons



Available online

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Seminar Number: PH-C09-LE-VC

Status: 27.07.2024. All current information can be found at <https://academy-ph.tuv.com/s/PH-C09-LE-VC>

Leadership goes with one of the best quotes from John Quincy Adams – If your actions can inspire others to dream more, learn more, do more and become more, YOU are a LEADER. This is what this training course is all about – How to become an effective Leader. Though it is a process and cannot expect to happen overnight, because leadership is more than just managing people.

## Benefits

At the end of the course, the participant will be able to know and imbibe the principles, processes, traits & skills of an excellent leader.

## Target group

This course is recommended for: Key Officers, Managers, Future Managers

## Requirements

No prerequisite

## Training outline

- Personal Mastery Introduction to Leadership, Management & Personality Development
- Effective Oral Communication: Skills Personal and Leadership Competencies

- Personal and Professional Growth
- Change Management Effective Followership
  - Overview of Followership
  - Qualities of a Good Follower
- Good Working Relationship between Employer and Subordinate
- Types of Difficult Employees and Ways to Manage Them Leadership By Situation Definition of Leadership Terms: Model, Philosophy and Style
- Leadership vs. Management
  - Qualities of A Good Leader
  - Types of A Leader
  - Leadership Characteristics
  - Leadership Tips
  - Leadership Models and Styles Applied Motivation Definition and Importance of Motivation
  - Basic Theories of Motivation
  - Management Principles of Motivation
- Self-Motivation Creating and Managing Teams Group vs. Team
  - Types of a Team
  - Ways and Means of Creating and Managing an Effective Team
- Goal Setting
  - Goals vs. Objectives
  - Key Performance Indicators: Meaning, Importance, Benefits, Characteristics and Limitations & Implementing Strategies Performance Feedback Overview
  - Significance
  - Types
  - Uses
- Process Coaching Your Employees Work Situations that may Require Coaching\Preparing for an Employee Coaching Session
  - Conducting the Coaching Conference
  - Counselling Your Employees
  - Work Situations that may Require Counselling
  - Preparing for an Employee Counselling Session
  - Conducting the Counselling Conference
  - Disciplining Your Employees
  - The Leadership Issue in Disciplining
  - The Hot-Stove Principle of Disciplining
  - The Methods of Disciplining
  - Due Process
  - Using the Company's Code of Discipline

# Other information

For payment and other inquiries, please contact Mr. Luirey T. Ligutan, Sales Executive ([Luirey.Ligutan@tuv.com](mailto:Luirey.Ligutan@tuv.com) | +63 998-889-0630).

## ADDITIONAL INFORMATION

- Fees are inclusive of training materials and certificate.
- Unless specified in the course brochure, training fees subjected to a 12% VAT.
- All participants are required to pay 50% down payment before the first day of the training.

## CANCELLATION POLICY

- TÜV Rheinland Philippines, Inc. reserves the right to postpone and cancel public courses.
- Unless cancelled by TÜV Rheinland Philippines, training fees are non-refundable.
- Participants with late cancellation (five days prior the training schedule) will not be refunded. Full amount of the training fee will be charged and invoiced.
- Transferability: If you are unable to attend, a substitute delegate may attend in your behalf. Please provide the name and title of the substitute delegate

# Event overview and booking

Book your desired date now directly online at <https://academy-ph.tuv.com/s/PH-C09-LE-VC> and benefit from these advantages:

- Fast booking process
- Personal customer account
- Simultaneous booking for several participants.

Alternatively, you can use the order form to order via fax or e-mail.

I HEREBY BINDING REGISTRATION FOR THE FOLLOWING SEMINAR:

## Leadership Excellence

Seminar Number: PH-C09-LE-VC

Please choose an appointment you would like to book:

- ☐ **09/04/2024 - 09/05/2024**, | Event number: PH-C09-LE-VC-Leadership Excellence - Virtual Classroom  
₹8,000.00 (Net price, plus VAT) ₹8,960.00 (Gross price, including VAT)
- ☐ **10/28/2024 - 10/29/2024**, | Event number: PH-C09-LE-VC-Leadership Excellence - Virtual Classroom  
₹8,000.00 (Net price, plus VAT) ₹8,960.00 (Gross price, including VAT)
- ☐ **11/18/2024 - 11/19/2024**, | Event number: PH-C09-LE-VC-Leadership Excellence - Virtual Classroom  
₹8,000.00 (Net price, plus VAT) ₹8,960.00 (Gross price, including VAT)

All further information about the dates can be found at <https://academy-ph.tuv.com/s/PH-C09-LE-VC>.

Please send us **all pages** of the form by fax or email to order the above seminar.

**E-mail:**  
[academy@phl.tuv.com](mailto:academy@phl.tuv.com)

**Phone:** +63 28128887

Please enter your order data on the next page.

# Order form Page 2/3

- ☐ I am ordering as a consumer (private customer)
- ☐ I am ordering as a company / public authority (business customer)

## Invoice address

We use this data for order confirmation and invoicing.

Company name:

Position Title / Department (optional):

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House No. / Street:

Zip code:

City:

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Your internal purchase order number:

Your Tax VAT (optional):

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You can enter an internal purchase order number  
(SAP number)

## Your contact data

We use this data for order confirmation and invoicing.

Salutation:

First Name:

Last Name:

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Email Address:

Phone number:

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## Participant information

☐ I will participate in the seminar myself (contact details as indicated above)

☐ The following person is to participate in the seminar:

Complete only if you are not attending yourself, but another person is.

Salutation:

First Name:

Last Name:

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Email Address:

Phone number:

\_\_\_\_\_

Date of birth (optional):

Place of birth (optional):

\_\_\_\_\_

## Payment method: Invoice

For consumers, the cancellation policy applies, which you can find under the attached terms and conditions.

☐ I hereby accept the following general terms and conditions of the organizer (<https://academy-ph.tuv.com/terms>).

Location, date

Signature

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Please send us **all pages** of the form by fax or email to order the above seminar.

**E-mail:**

[academy@phl.tuv.com](mailto:academy@phl.tuv.com)

**Phone:** +63 28128887