

Leadership Excellence

Leadership Excellence

 Seminar

 3 Dates available

 Certificate of Completion

 Virtual learning

 16 Lessons

 Available online

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 | +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.

Order form Page 1/3

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

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):

House No. / Street:

Zip code:

City:

Your internal purchase order number:

Your Tax VAT (optional):

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:

Email Address:

Phone number:

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:

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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