



AVENTIS
LEARNING GROUP

Dare to Lead: From Managers to Leaders

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Introduction

Are You a Manager or Leader? How to Transit Smoothly from Manager to Leader?

Managers and leaders are both important – and when you find both qualities in the same person, it's like hitting a professional jackpot. Being a manager and a leader at the same time is a viable concept. But remember, just because someone is a phenomenal leader, it does not necessarily guarantee that the person will be an exceptional manager as well, and vice versa.

What We Can Do to Be Better Leaders!

Leadership is not about titles, status, and wielding power. A leader is anyone who takes responsibility for recognizing the potential in people and ideas and has the courage to develop that potential. As we lead, we need to learn to deal with different team members' styles and aspirations. As leaders, we don't have all the right answers and at times lack the skills of an appropriate communication style on when to motivate, lead and manage team members. It is imperative that managers are equipped with the essential skills to handle different groups of people to improve work relationships in teams.

Join us in this 1-day high-impact course on the techniques and skills required to transit from a manager to leader!

Learning Outcomes



Upon completion of this workshop, you will be able to;

- Increase Personal Awareness as a Leader and Manager
- Develop leadership styles according to the situation
- Tips on how to develop Empathy, connection, and courage to lead in uncertain times
- Confidently handle and lessen grievances and complaints in a systematic and calm fashion
- Promote work productivity and sense of belonging in the workplace
- Improve team members' performance levels
- Engage in difficult conversation and constructive feedback using positive communication

Course Outlines

Personal Branding

- Brand yourself as a boss, leader or manager and what the implications are using Aristotle's 3 Greeks.

Understanding People Communication Tendencies

- People reading.
- Using the DISC to understand an individual's outward behaviour and thought processes.
- How to use the DISC psychometric tool to communicate to different groups of people.

Qualities of a Performing Team

- Tuckman's model of team dynamics.
- Identifying team members' developmental levels, their current level of competence and commitment.

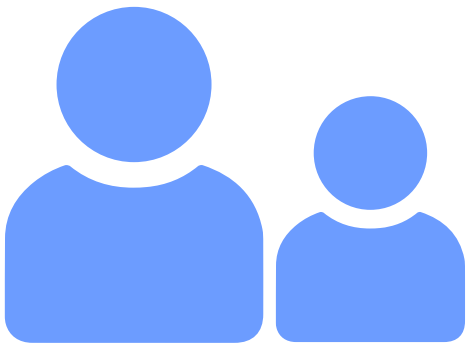
Leadership Styles

- Adopting Hersey and Blanchard's model of situational leadership styles.

Application

- How to motivate team members effectively.
- How to manage and lead the team remotely.
- How to identify the team member's competency, development levels and adopting the appropriate leadership style accordingly.

Who Should Attend?



- Executives who are transitioning to a level of leading and coaching team members.
- New managers who want to hit the ground running with actionable tools and skills.
- Seasoned managers who want to brush up on their management techniques or want to explore the latest best-practice skills and tools in leadership.
- Senior managers who are responsible for mentoring new managers and looking for ways to transfer essential skills.

Course Details



1 Day
9am - 5pm (Classroom)
930am - 430pm (Virtual)



Classroom Learning at
Holiday Inn Orchard City
Centre / **Virtual Learning**
via Zoom



(65) 6720 3333
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\$635 Before GST



Trainer's Profile



Business Communication and Management Consultant: Ms Caroline Dawson

Caroline Josephine Dawson is the Director of CD Training Works, a consultancy firm that offers training solutions to organisations. She has more than 10 years of invaluable experience in teaching business, environmental and technical communication and 12 years in the field of journalism and publishing.

Caroline's professional work experience as a Corporate Trainer has required her to market the value of her programs and persuade clients to value and understand the urgency of good communication skills in the workforce. She has also conceptualised, produced and delivered courses such as written and oral presentation skills, communication relationship management, business communication, customer service, team-building and administered psychometric profiles, among others. Her experience in working with public and private sector training has become one of her training strengths. Participants of her training courses attest to her motivational, instructional and highly experiential training methodology.

Caroline is also an Advisor to the SMGM Foundation, India and Member of the Business and Professional Women's Association (S) 3rd Chapter and Society of Singapore Writers.

Testimonials

The topic is thought-provoking, and the trainer is very persuasive and knowledgeable on the subject matter . Highly entertaining and engaging speaker. Love the way she shares her experience & applied on the course objectives

- Centre for Management Technology

Extremely informative and interesting. Everything is well organized. Trainer is excellent and enlightening. Thank you

- Building and Construction Authority, BCA Singapore