



Situational Leadership: Managerial and Supervisory Workshop

Course Code: 10005843-15

Course Objectives

This course is designed for managers and supervisors to strengthen their skills and techniques in:

- Planning - determine what need to get done, set goals and objectives;
- Organisation - organise people and resources to get things done; prioritisation and time management;
- Supervision - give direction, drive results; communicate common goals and objectives; seek views and provide feedback; coach, motivate and manage performance; and
- Delegation - when, what and how.

Target Participants

Managers, supervisors, team leaders and to-be supervisors are all welcome to join.

Course Background

To perform the role of manager or supervisory effectively and get results through other people requires a different set of skills. Through clear explanation, practical examples, exercises and case studies, this course will help participants to overcome many of the supervisory problems and challenges they may encounter as manager or supervisor. It will provide participants with the essential knowledge and techniques needed to plan, organize and manage their work group effectively; to achieve results through the effective supervision of staff.

Course Outline

Content and Objectives
1. Understand the role and responsibility as manager.
2. Situational Leadership and when to apply the following leadership style: <ul style="list-style-type: none">▪ Telling▪ Selling▪ Participating▪ Delegating
3. Master the techniques of planning, budgeting and setting SMART objectives and measures.
4. How to perform SWOT, PESTEL and Porter analysis.
5. Learn the essential skills for effective management and supervision including: <ul style="list-style-type: none">▪ organizing▪ coaching▪ set priorities▪ time management▪ delegation and▪ performance monitoring
6. How to build high performance team to: <ul style="list-style-type: none">▪ Achieve the tasks▪ Manage the team / group▪ Manage individual team member
7. Explain the importance of and how to exercise supervisory control.

Medium of Instruction

Cantonese with English Terminology (Handouts in English)

Trainer

Mr. Anthony Lam is the Founder of Top Wise Management Limited. It provides consulting services and business solutions in financial management, risk management, internal control, process improvement and training, Mr. Lam has over 30 years of experience in enterprise risk management, corporate governance, auditing, financial management, ERP system implementation, business process improvements and IT control and security.

Prior to running his consulting business, Mr. Lam had worked in Big Four Accounting Firm in Hong Kong and held various management positions in global US multinational corporations, HK listed companies and government statutory organization across a wide range of industries. He has conducted many training workshops on corporate governance, risk management, internal control, management and soft skill training for various organizations.

Course Fee

Date	Time	Course Fee
5 Jun 2018 (Tue)	9:30am - 5:30pm	HK\$2,400/HK\$2,280*/HK\$2,160#

*Friends of SME One” could enjoy a 5% off discount
Group of 2 or more from the same organization could enjoy a 10% off discount
(Please note: participants are eligible for one of the above discount types only)

Award of Certificate

Participants who have completed individual workshop will be awarded a certificate of attendance issued by the Hong Kong Productivity Council

Venue

Venue: 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon (Exit C, MTR Kowloon Tong Station)

Application

To enrol, please complete the attached enrolment form and send it together with the appropriate fee to HKPC Academy, Hong Kong Productivity Council, 3/F, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong, Kowloon, Hong Kong.

Attn: Ms. Fannie Kwok

All cheques should be crossed and made payable to the Hong Kong Productivity Council.

Participants are advised to register 10 days before the commencement date.

Enquiries

Please call Ms. Fannie Kwok at (852) 2788 6271, email: fannie@hkpc.org or Fax: (852) 2788 6260

Website: <http://www.hktrainingonline.com>