

TRAINING & DEVELOPMENT TITLE	LEADERSHIP SKILL COURSE
PROGRAMME OVERVIEW	
<p><i>Leadership is generally stated as an intention to provide clear vision. The purpose of good leadership skills is to provide a goal, guidelines and the steps needed to get to the goal. Along the way leaders are able to assess the progress, give direction on how to adjust the process to make it more productive. The leader's purpose is to also provide inspiration to motivate the members of the organization to be self-directed and rewarded for meeting their goals.</i></p>	
<p>Types</p>	
<p><i>Different types of leadership skills make a good leader. Communication skills include listening skills, verbal and organizational skills and the ability to direct people through communication. Decision-making skills are the ability to face an issue and make a confident decision on which way to go. Conflict-resolution skills enable a leader to face conflict and use it proactively to grow the people and organization towards unity and teamwork.</i></p>	
<p>Effects</p>	
<p><i>The effects of good leadership skills are an efficient organizational structure, satisfied team members and good external relationships. Leadership skills provide a person the ability to meet people's needs and provide resolution for areas of conflict. Good leadership skills celebrate a person's efforts which lead to recognition and loyalty to the organization and the leader.</i></p>	
CERTIFICATION	This "Training and Development CERTIFICATE of Completion" is awarded by Melind Higher Education Sdn Bhd in collaboration with Kolej MASA Business Faculty.
TARGET GROUP	All Supervisory and Junior/Senior Management Personal.
DURATION	4 Days [0930hrs TO 1730hrs]
COURSE FEE	Malaysian Ringgit Eight Thousand Only for up to Twenty Employees
VENUE	Client (In-House)
METHODOLOGY	A very practical and hands-on session that balances lectures and case studies related to real-life project management.
CLO (CLASSROOM LEARNING OUTCOME)	The program to instill the qualities of leadership by understanding the knowledge and applying it to real-work situations. Tailored for all levels, this leadership program will place the importance on one's believe condition and application strength and sharpen those areas to be a successful and meaningful leader in their career.
COURSE OUTLINE	<ul style="list-style-type: none"> ▪ LEADERSHIP STYLES ▪ REAL LIFE EXAMPLES OF TRUE LEADERS ▪ WHAT IS AN EFFECTIVE LEADER? LEADERSHIP QUALITIES ▪ LEADERSHIP CHALLENGES ▪ GOOD LEADERS AND BAD LEADERS ▪ LEADERSHIP IN DIFFERENT INDUSTRIES ▪ BUILDING CONFIDENCE AND SELF ESTEEM ▪ POSITIVE LEADERSHIP AND LAW OF ATTRACTION ▪ LEADERSHIP AND MOTIVATION ▪ WORKING IN A TEAM ▪ COMMUNICATION : VERBAL & NON VERBAL (SIGNS) ▪ LEADERSHIP AND DECISIONS ▪ RELIABILITY AND ACCOUNTABILITY ▪ LEADERSHIP AND HUMILITY

<p style="text-align: center;">ENROLLMENT REQUIREMENT</p>	<ul style="list-style-type: none"> ▪ They must be Malaysian Citizen (<u>100%</u> HRDF claimable). ▪ Foreigners with Work Pass from MOHR (HRDF <u>not</u> applicable). ▪ They must be <u>approved</u> by the designated officer/s for this program. ▪ They must be of <u>18 years</u> of age or above. ▪ They must have a minimum <u>PMR</u> qualification (not applicable for foreign workers with Work Pass from MOHR).
<p style="text-align: center;">PAYMENTS & CLAIMS</p>	<p>THE PAYMENT IS TO BE PAID BY CROSSED CHEQUE MADE OUT TO “MELIND HIGHER EDUCATION SDN BHD”.</p> <p>HRDF 100% Claimable status under our license: SBL-KHAS Category A. The Employer can claim direct from HRDF using the SBL SCHEME.</p> <p>Each employee MUST produce an official form (from MHE) for the employer for each class attendance to obtain the official invoice for the employer to make the claim from HRDF as we are a Category A HRDF License owner which allows 100% claimable option to the Employer.</p>