



Driving Change & Adaptability to Thrive in the New Norm

MODULE INCLUDES:

- 28 hours of Self-Paced Online Learning
- Case Study Discussion Materials
- Practical Worksheets & Practice Tools that can be practiced immediately within your organization to facilitate brainstorming discussions, implementation of ideas & strategies.

INTRODUCTION:

In this uncertain business environment, while most of us understand the need to embrace change, many within the organization might still feel uncertain, lost or lack of motivation & tools to adapt to the increasing levels of pressure towards change.

This self-paced online learning aims to drive better outcomes by applying self-development practices, learning practical communication approaches, exploring new ways of working to better prepare you & your organization to navigate through uncertainty.

In addition, the second part of the course is also designed for the emerging leaders to understand the power of digital transformation fundamentals as well as the strategies towards both relationships to external clients and to internal employees.

LEARNING OUTCOME:

- Upon completion, participants will be able to:
- Recognize the importance of self-awareness & personal mindset, applying self-development practices to grow as an individual and as a leader.
- Practical tools to help you better communicate with your stakeholders, fostering positive professional relationships.
- New ways of working to fast-track your team's innovation & creative thinking.
- Discover their strength and leadership style.
- Widening their horizon on various business strategies.
- Communicate well and inspire others to follow the path you lead.
- Develop skills to stay ahead in the business world.
- Fostering better people relationships to advance further in their career path.
- Understanding the power of digital transformation that is impacting every single industry in the world.

TARGETED AUDIENCE:

All employees (especially those identified as potential manager/ leadership candidates) to develop essential skills as the emerging future leaders of the organ

KEY CONTENT:

Module 1: Increasing self-awareness

- Recognize the importance of self-awareness & have better clarity on the reasons that drive your behavior and goals.
- Overall self-improvement strategies to learn how to develop professionally towards becoming a leader with self-awareness & authenticity.

Module 2: Discovering your strengths

- Recognize the importance of self-awareness & have better clarity on the reasons that drive your behavior and goals.
- Overall self-improvement strategies to learn how to develop professionally towards becoming a leader with self-awareness & authenticity.

Module 3: Cultivating the leadership mindset

- Uncovering the right leadership mindset towards achieving organizational excellence.
- Transform your leadership mindset with new concepts focused in driving innovation and business excellence.

Module 4: Becoming a leader: Crafting your leadership style

- Uncovering the right leadership mindset towards achieving organizational excellence.
- Transform your leadership mindset with new concepts focused in driving innovation and business excellence.

Module 5: Leading with emotional intelligence

- Tips to boost emotional intelligence, exercising self-control, managing triggers, and developing empathy for others.
- Ability to assess your emotions and assess how others response at work to enhance working relationships.

Module 6: Business Acumen Basic

- Understanding on the basics of how business operates, widening your horizons to think from the organization perspective to drive performance.
- Refresher on common business terminology, business models, financial concepts, and business strategies.
- A series of questions for you to assess your organization and explore the business strategies that you can potentially implement in your organization

Module 7: Business Strategy and Analysis

- Understanding the role and importance of business analysis to improve your organization.
- Examine your organizational strategies, identify major reason of common strategy failure & work towards crafting your own strategic plan

Module 8: Critical Thinking for Decision Making & Problem Solving

- Develop the ability to think independently and reflectively to make business decisions.
- Understanding root cause analysis to help in making the appropriate decisions during problem solving.



Module 9: Developing Creativity & Innovation

- Crafting an environment that foster creative thinking for innovation.
- Learning a series of creative tools that can be used for brainstorming sessions to yield better innovation ideas and discussions.

Module 10: Digital Transformation fundamentals

- Develop the basic understanding on the artificial intelligence tools in the market & how it can help solve the various business problems.
- Explore some commonly used AI tools and assess if there are any tools that is suitable to be implemented in your organization

Module 11: Exploring AI tools & concepts

- Crafting an environment that foster creative thinking for innovation.
- Learning a series of creative tools that can be used for brainstorming sessions to yield better innovation ideas and discussions.

Module 12: Memory skills to enhance relationships

- Discover a few simple memory tools to help you remember people's name easier so that you can build a long-lasting relationship with them.
- Understanding the importance of empathetic listening & remembering the conversation to show respect and value for the relationship.

Module 13: Handling tough conversations & negotiation skills

- Discover a few simple memory tools to help you remember people's name easier so that you can build a long-lasting relationship with them.
- Understanding the importance of empathetic listening & remembering the conversation to show respect and value for the relationship.

Module 14: Building an effective team

- Learn how to be an effective team player & how to unite a team with a shared set of goals, tasks, and objectives.
- Basic strategies on how to manage virtual teams who are working remotely, which is a trend that is becoming more common in this era.
- Boosting overall team synergy and productivity through a set of tools & simplified working behaviors.

Module 15: Mindset: "Search Inside Yourself"

- Uncovering the importance & ways to develop self-love.
- Overall wellness & ways to improve brain health.
- Understanding personal mindset & ability to react towards external factors like interaction with others, change, crisis etc.

Module 16: Personal Branding & Image: "How Are You Showing Up"

Learning new power poses such as sitting & standing posture that helps in gaining personal confidence. Techniques to make yourself even more presentable & unforgettable.



Module 17: Effective Communication: Biases Awareness, Proactive Languages

- Uncover common mistakes in communication and unavoidable cognitive biases.
- Learn techniques to foster proactive languages for more effective communication.

Module 18: Mastering the Art of Listening

- Mastering the art of listening to build & foster better work relationships.
- Listening to learn, grow & be more successful.

Module 19: Presenting with Purpose

- Deliver effective presentation through 3 practical presentation methods.
- Scenario-based presentation samples with techniques to boost your next presentation.

Module 20: New Ways of Working: Design Thinking

- Discuss the main concept of customer-centric mindset in design thinking.
- Basic run-through of the customer journey & some useful design thinking tools that can be implemented in company's brainstorming discussions & workshops.

Module 21: Building Trust: "See Beyond Ourselves"

- Ways to foster trust through brain-based model for collaborating & gaining others' trust.
- Uncover growth mindset.

Module 22: New Ways of Working: Agile Methodology

- Discussing the few agile methodologies that can be implemented within the organization to foster new ways of collaboration.

Module 23: New Ways of Working: The Art of Story Telling

- The power of stories.
- Learning quick tips for telling a business story.
- Understanding story structure & choosing the right story for your business.

Module 24: Feedback: "Intent vs Impact"

- Discussing why people tend to avoid feedback.
- Ways to cultivate a culture driven by feedback.

Module 25: Successful Organizations: Case Studies

- Discussion on few organization case studies & its best practices.

Module 26: Innovation Strategies: How to think & act like a Start-Up

- Ways of working in start-up companies and how to implement such strategies to be creative & innovative.

Module 27: Crafting Organization Strategies: Beyond Mediocrity

- Discover your organization's core values & purpose to build towards becoming an enduring great company.

