

Preparing to Lead an Organisation

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Skill Area	Leadership, People Management, Personal Management and Development
Short Description	These skills provide the individual with the ability to lead organisational communications and decision-making as a vital member of an organisation.
Learning Outcomes	At the end of the workshop, the participants should be able to demonstrate the following capabilities:
Knowledge and Analysis	<p>The ability to understand the:</p> <ul style="list-style-type: none">• Legal and ethical considerations relating to organisational communications• Relevant professional or industry codes of practise and standards guiding the definition of values and behaviours• The relationship between high-level organisational strategy and the development and implementation of business plans and processes and lower levels within the organisation• Implications and impact of organisational communication processes on stakeholders• Implications and impact of decision-making processes on employees and the organisation• Market trends and developments concerning communication techniques and channels• Underlying issues and trends that may affect stakeholder's decision-making
Application and Adaptation	<p>The ability to:</p> <ul style="list-style-type: none">• Lead stakeholders to develop strategic priorities for organisational communications• Promote the organisation using appropriate communication channels• Communicate decisions and ensure they are implemented accordingly to meet the intended business outcomes

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Innovation and Value Creation

The ability to:

- Review the effectiveness of organisational communications to identify areas for improvement
- Seek and encourage inputs from senior management and technical experts to develop innovative approaches and responses to emerging issues.

Social Intelligence and Ethics

The ability to:

- Lead the communication of organisational strategic priorities, directions and plans to stakeholders to influence and garner their support and buy-in
- Maintain the integrity of self and organisation throughout the decision-making and problem-solving processes following the organisational code of conduct

Learning to Learn

The ability to:

- Maintain awareness of market trends and organisational environment to lead appropriate strategic responses

Overview	This program is designed for middle to senior managers and executives.
Pedagogy	The leadership workshop incorporates the five learning domains (Knowledge & Analysis, Application and Adaptation, Innovation and Value Creation, Social Intelligence and Ethics, & Learning to Learn) that are most relevant to leadership and management education for busy and senior executives. It uses the 70:20:10 approach (10% from formal learning and structured programs. 20% from feedback, mentoring, coaching, networks, and from observing and working with role models; and 70% from real life and on-the-job experiences, tasks, and problem solving).
Delivery	Online (asynchronous + synchronous).
Learning Activities	Readings, lectures, case study analysis, assessments linked to workplace challenges, discussions, quizzes, presentation, individual & group work, etc.
Contact Hours	<p><u>Session 1</u> (Day 1 ~13) Virtual Class - 3hrs, Research Learning & Assessment 15 ~18hrs</p> <p><u>Session 2</u> (Day 14) Virtual Class – 6hrs</p> <p><u>Session 3</u> (Day 15 ~ 27) Research Learning & Assessment (15 ~18hrs)</p> <p><u>Session 4</u> (Day 28) Virtual Class & Assessment – 3hrs</p>
Assessments	Each program has three assessment.
Certificate	<p>Participants who attend all four sessions and complete all assessments successfully will receive a <i>Certificate of Completion (with Merit if assessment marks are Distinction or High Distinction)</i>.</p> <p>Participants who do not attend all four sessions or are not able to complete all three assessments successfully will receive a <i>Certificate of Participation</i>.</p>
Price	RM7200

