

# Leadership & Management (LMW)

An effective manager is also a leader of his/her people. Leadership is a trait that a person is not born with but which can be acquired through training and experience. It is characterized by appropriate use of power, understanding human nature, and ability to motivate and inspire people to attain group goals.

This seminar/workshop walks the participants through the essential principles of management and leadership. It imparts the various leadership models that can be adopted in different situations and the important management and people skills one has to acquire and develop in order to manage effectively.

**Objectives:** A successful participant will:

1. Understand, accept and adapt the Skills in Communication and Effective Interfaces;
2. Learn & adapt the concepts of Leadership as applied in management of people;
3. Learn and apply the management functions in handling the roles of a manager;
4. Understand and adapt the concepts in Planning and Organizing Work
5. Learn how to coach/counsel, motivate and train/develop subordinates.

**Agenda:**

- Communication Skills
- Forms of Communication
- The Planning Function
- Decision Making
- Organizing and Staffing
- Bases of Power
- Delegation
- Leading and Leadership
- Coaching & Counseling
- Controlling Functions
- Workshop/Off-session Activities



**Who should attend:** This training will specially benefit supervisors and managers management trainees, and those who are about to be promoted as supervisors or first line managers

**Seminar Fee:** P8,736 (VAT-inclusive)

**Facilitators:** Enrico C. Mina/ Elis M. Fantillo

**Webinar Sessions:** 2

**Dates:** Jun 15-16 '23, Sep 19-20 '23, Nov 27-28 '23, Feb 26-27 '24 (Note 8:30 am to 12:00 nn daily via Zoom)