

Managerial Skills

Want to take your management and leadership skills to the next level?

Do you have an interest in learning the secret how to lead the organisation and employees effectively?

Introduction

As a leader or manager, you will have a willing and focused team who support your goals and strives to reach new heights in performance and productivity. There are 24 habits of High Impact Managerial Skills that collectively bring about outstanding results. This training provides leadership and other management courses, such as time management, recruiting and holding one-to-one meetings, which teach managers how to understand, adapt and apply the habits that result in their more significant impact on their organisations. This training program provides the tools and processes needed by managers in organisations of all sizes and every business field to address 75-90% of the challenges that stand in the way of their great delivering results.

Program Objectives

This program aims to:

- Nurture skills to provide high impact managerial skills to the managers
- Equip managers to lead, influence for the best team performance

Learning Outcomes

After completing this training, participants should be able to:

- Acquire & Develop Talent
- Influence others
- Achieve self-development
- Boost the team performance

Who should attend?

Middle management, senior management and anyone who is newly promoted manager to the future leaders in the organisation

Methodology

Case studies, forum discussion, role-play, presentations, gamification

Program Outline

Time	Day One
9.00am– 10.30am	<p>Acquiring the Best Talent in the Organisation</p> <p>In this module, participants will learn practical strategies to attract, hire, and retain top talent in the organisation. The focus is on building a strong employer brand, applying effective recruitment methods, and selecting candidates who not only have the right skills but also fit the organisational culture. Participants will also explore structured interview techniques, talent assessment tools, and workforce planning approaches that ensure the right person is placed in the right role. Beyond recruitment, the module highlights how onboarding, early engagement, and continuous support help new employees succeed and thrive, drawing on examples from leading Asian companies that invest in long-term talent pipelines to sustain growth and innovation.</p>
10.30am-11.00am	<p>Morning Break</p>
11.00am-1.00pm	<p>Develop Talent as High Impact Manager</p> <p>This module guides participants in retaining top talent, inspiring leadership, and strengthening teams by applying behavioural science and behavioural economics. They will learn how to motivate individuals, shape positive behaviours, and create team environments that drive collaboration and performance. Drawing on real business cases, the session equips managers with practical tools to influence outcomes and build a culture where people thrive and contribute at a high level.</p>
1.00pm-2.00pm	<p>Lunch</p>
2.00pm-3.30pm	<p>Revealing Secret of Influencing Others</p> <p>This module introduces participants to practical ways of breaking down barriers to trust, handling difficult individuals, and gaining buy-in from employees. It emphasises the subtle yet powerful role of body language and nonverbal communication in shaping perceptions and decisions. Participants will discover how to influence others effectively, often without them being consciously aware of it, and apply these techniques to build stronger relationships, improve collaboration, and achieve better outcomes in their workplace.</p>

3.30pm-4.00pm	Tea Break
4.00pm-5.00pm	<p>Boosting skills in Influencing Others</p> <p>In this module, participants will develop negotiation skills and learn techniques to keep discussions on track toward mutually beneficial outcomes. The focus is on building confidence, managing different interests, and applying strategies that strengthen influence in professional settings. By mastering these skills, participants will enhance their ability to persuade, resolve conflicts, and position themselves as effective and influential leaders.</p>

Time	Day Two
9.00am– 10.30am	<p>Self-Development</p> <p>This module helps participants chart their path to success by focusing on personal growth, stress management, and active workplace communication. Through practical techniques, they will learn how to strengthen resilience, build healthier work habits, and engage more effectively with colleagues. By developing these skills, managers can enhance their overall effectiveness and position themselves as high-impact leaders who inspire and drive performance.</p>
10.30am-11.00am	Break and Networking
11.00am-1.00pm	<p>High Impact Skills as Managers</p> <p>In this module, participants will learn how to conduct effective meetings that align organisational goals with personal objectives. The session also equips them with essential behavioural skills in time management, enabling managers to prioritise tasks, manage resources efficiently, and create synergy between individual performance and organisational success.</p>
1.00pm-2.00pm	Lunch Break and Networking
2.00pm-3.30pm	<p>Team Management as High Impact Managers</p> <p>In this module, participants will explore strategies to build high-impact teams through effective and strategic leadership. They will also develop practical action plans that drive organisational success, ensuring teams are aligned, motivated, and equipped to deliver strong results.</p>
3.30pm-4.00pm	Break and Networking

4.00pm-5.00pm	<p>Setting the Target as the High Impact Managers</p> <p>In this module, participants will learn how to manage KPIs using behavioural insights to set clear and meaningful goals that drive both individual and organisational success. They will explore practical tools and frameworks that help employees understand their targets, stay engaged, and deliver results consistently. The session also emphasises the importance of aligning goals with the broader vision of the organisation while creating a culture of accountability and performance. By mastering these skills, managers will be able to foster motivation, measure progress effectively, and develop a high-performing workforce that sustains long-term growth.</p>
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