

Leadership Effectiveness: Planning, Organising, Leading and Controlling

Do you know the method on how to boost your leadership effectiveness?

Are you interested in enhancing your basic leadership skills?

Introduction

A manager's primary challenge is to solve problems creatively. While drawing from a variety of academic disciplines, and to help managers respond to the challenge of creative problem solving, principles of management have long been categorised into the four major functions of planning, organising, leading, and controlling (the P-O-L-C framework). The four functions, summarised in the P-O-L-C figure, are highly integrated when carried out in the day-to-day realities of running an organisation. Therefore, you should not get caught up in trying to analyse and understand a complete, clear rationale for categorising skills and practices that compose the whole of the P-O-L-C framework. This program explores how managerial functions of Planning, Leading, Organising and Controlling (PLOC), is vital to the role of any manager or leader. The effectiveness of how PLOC is executed dictates the level of success of any work carried out by the manager and the subordinates or team.

Program Objectives

This program aims to:

- Equip with knowledge, skills to manage an organisation.
- Upgrade emotional intelligence in motivating and leading others.

Learning Outcomes

After completing this training, participants will be able to

- Understand and execute the four managerial functions effectively.
- Understand the strategic direction of the organisation and develop managerial skills to execute strategies in the organization/department successfully
- Understand and apply the different steps in managing and ensuring sustainable change activities

Who should attend?

CEO, Senior Managers, Team Leaders, or anyone who is interested in developing leadership skills in their lives.

Methodology

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

Program Outline

Time	Day One
9.00am– 10.30am	Achieving Leadership Effectiveness In this module, the participants would learn the fundamental and essential for a successful management - planning, organising, leading and controlling. The participants would also be exposed to the fundamentals of 3E principle - Efficiency, Effectiveness and Economy in management.
10.30am-11.00am	Break and Networking
11.00am-1.00pm	Planning: Essential Key for Effectiveness In this module, the participants would learn the most important steps in leadership effectiveness - the planning. The participants would learn the project and goal setting, the method of establishing strategies to achieve goals, a mechanism to develop an action plan and budget to integrate and coordinate activities and method to control and monitor. Various tools to plan would be given to the participants. In addition, the participants would use various technologies to assist them during the planning stage.
1.00pm-2.00pm	Lunch Break and Networking
2.00pm-3.30pm	Organising For Success This module helps the participants to organise the work arrangement to accomplish organisational goals. One of the keys to success is establishing an efficient and effective organisation structure. In this stage, the participants would learn how to match between planning and the organising of human talent to accomplish the task.
3.30pm-4.00pm	Break and Networking
4.00pm-5.00pm	Organising To Kick Start The participants would learn how to set up procedures and schedules to execute the planning. The participants would learn different methodologies to delegate work and responsibility in order for the project to success.

Time	Day Two
9.00am– 10.30am	Leading for Project Progression In this module, the participants would learn how to influence and encourage participation from the employees. Hence, the participants would be trained in the ability to communicate and share ideas. During the leading process, the participants would pick up coaching and mentoring skills in this module.
10.30am-11.00am	Break and Networking
11.00am-1.00pm	Leader as a Coach and Mentor This is a practical and hand-on module, the participants would need to conduct coaching and mentoring sessions to motivate employees to contribute to the organisation. While leading the project, a good leader will continue to train, develop subordinates skills and competencies. Hence, in this module, the participants would need to conduct mock sessions to lead as a coach and mentor.
1.00pm-2.00pm	Lunch Break and Networking
2.00pm-3.30pm	Controlling for Quality Monitoring A leader needs to establish standards to measure goals and monitor performance and results. Hence, in this module, the participants would learn various methods to control and provide feedback for the progress. At the same time, the application technology on how to control the flow of the project would be emphasized in this module.
3.30pm-4.00pm	Break and Networking
4.00pm-5.00pm	Strategic Controller: Sustainable for Leadership Effectiveness Providing feedback and taking corrective actions are the most essential skills during the controlling stage. This module prepares participants with the skills to provide feedback and take corrective actions. Analysis tools to generate corrective actions from feedback would be shared with the participants.