



MARKETING
INSTITUTE OF
SINGAPORE

LEADERSHIP

Personal Leadership – *Motivating Self & Others to Achieve Peak Performance*

Why You Should Attend This Course:

We face a future of increasing complexity, exploding information flows and greater uncertainty. In today's volatile business environment, yesterday is ancient history. Like a game of chess, smart management requires intelligent strategies without unnecessary moves, moves that will cost you in the long run.

This course will provide your team with the right strategies and skills to identify opportunities and respond effectively. It will capture your imagination and give you the performance language and tools needed to bring others with you on the high performance journey.

Learning Outcome:

- Identify the Vital Determinants for Personal Leadership and Team Success
- Understand your Behaviour in the Performance Lifecycle
- Understand Team Development Stages and Performance Cycle of Teams
- Identify Barriers to Communication and Team Success
- Recognise and Avoid Psychological Performance Traps
- Develop the Right Strategies and Skills for Peak Performance and Team Success
- Develop Effective Interpersonal Communication and Problem Solving skills

Course Outline:

Day 1

- Fundamentals of Personal and Team Leadership
- Traits, Skills and Behaviours of Effective Leaders
- Critical Success Factors for Personal and Team Success
- Dynamics of Goal Achievement and Peak Performance
- Motivating Self and Team for Personal Performance and Success
- Behaviours in the Performance Lifecycle that Impact Personal and Team Performance
- Development Stages of Teams Influencing Team Performance
- Maintaining Creative Energy for Productivity and Avoiding Performance Paralysis
- Leadership Skills Critical to Meeting Challenges and Managing Change

Day 2

- Understanding the Communication Process in the Performance Cycle
- Behaviour Focused Communication – Keys to Influencing and Leading People
- Effective Interpersonal Communication Skills – Vital Communication Skills
- Managing Difficult Situations and Behaviours as Leaders
- Systematic Approach to Problem Solving and Decision making
- Influencing and Enhancing Positive Working Relationship
- Choosing the Right Strategies for Results
- Strategies to Inspire and Motivate Teams for Peak Performance
- Coaching for Performance

Who Can Benefit?

Anyone who wants to develop personal leadership skills, newly appointed managers and those aspiring to take leadership roles and those whose roles involve motivating team members for peak performance and team success.

Trainer's Profile:

Master Facilitator and Distinguished Toastmaster, **Stanis Benjamin** is a motivational humorist and an accomplished speaker, consultant and trainer in the fields of business presentation skills, sales, communication, customer service, leadership and strategies for personal success.

As a coach, consultant and keynote speaker, he has addressed many companies and institutions and has helped senior executives, high-achieving professionals and beginners to reach higher levels of performance.

He was one of The Top 10 agents for sales and has achieved the Marathon Life Award, International Quality Award, Million Dollar Club Award as well as the Prestigious Million Dollar Round Table (MDRT) and Superstar Sales Awards. He has more than 20 years of sales experience starting as an agent and has led a successful sales team as a District Manager.

Stanis is a thought leader on how to create and sustain high performance. He combines theory with management practices to develop action-oriented techniques for building winning teams. He has been invited as an expert to speak on the topics "Behaviour Focused Communication and Humour in Presentations" and has presented on Positive Business Minutes for News Radio 93.8.

He has gained excellent reputation for his work with human resource and training departments of numerous organisations to design and develop Sales, Personal Effectiveness, Leadership and Communication training programmes. Stanis brings with him over 15 years of training and coaching experience and is accredited as an Executive Leadership facilitator.

Date:

27–28 Feb 2012
14–15 May 2012

Course Fees:

S\$780.00

MIS MEMBER:
20% OFF

For Course Enquiries

Web:
www.mis.org.sg/seminars

Email:
seminars@mis.org.sg

Tel:
6327 7586 / 583/ 582

Fax:
6327 9741

51 Anson Road #03-53
Anson Centre (S)079904

REGISTRATION FORM



EXECUTIVE DEVELOPMENT PROGRAMMES

Register online at www.mis.org.sg/seminars or fax form to 6327 9741

Register for 3 or more participants and enjoy 5% discount!

Personal Leadership – Motivating Self & Others <input type="checkbox"/> 27–28 Feb 2012 <input type="checkbox"/> 14–15 May 2012 (9.00am to 5.00pm) S\$780 (subject to 7% GST) Includes lunch & refreshments		*Approved for SDF funding Please indicate if you wish to apply <input type="checkbox"/> Yes <input type="checkbox"/> No	
Participant(s) Name	Designation	E-mail	Contact No.
1)			
2)			
3)			
Company:			
<input type="checkbox"/> Member (MIS Membership No):		<input type="checkbox"/> Non-Member	
Billing Address:			
Contact Person:		Designation:	
Tel:		E-mail:	
How did you know about this course? (You may tick more than one)		<input type="checkbox"/> e-Newsletter (pls specify sender): _____ <input type="checkbox"/> Print ad (pls specify publication): _____ <input type="checkbox"/> Received brochure through direct mail <input type="checkbox"/> Received brochure at event (pls specify): _____ <input type="checkbox"/> Search engines (pls specify): _____ <input type="checkbox"/> MIS website <input type="checkbox"/> i-Marketer portal <input type="checkbox"/> Word-of-Mouth/Recommendation (pls specify): _____ <input type="checkbox"/> Others (pls specify): _____	

Administrative Details

Registration

Register Online @ www.mis.org.sg/seminars

The fastest and most effective way to register for our courses is via our online registration form.

Register via Email or Fax

A place will be reserved for you upon receipt of your registration. Registrations should be sent at least two weeks before course commencement. A confirmation email will be sent to you two weeks before the course.

Payment

Payments are to be made in Singapore Dollars (SGD) and subjected to prevailing GST. Please make your payment either by cheque or GIRO upon receiving our invoice. All cheques should be crossed and made payable to "Marketing Institute of Singapore" with the invoice no. indicated on the back of the cheque. Any bank charges incurred as a result of bank/telegraphic transfers will have to be borne by the company. Fees are inclusive of course materials, certificate of participation, lunch & tea breaks.

MIS Member Discount

Corporate and Individual Members of MIS are entitled to **20%** discount on all Executive Development Programmes. For membership enquiries, email: membership@mis.org.sg.

Group Discount

Companies are entitled to **5%** discount for sending 3 or more participants to the same course on the same date.

Course Venue

All courses will be held at the Marketing Institute of Singapore, 51 Anson Road #03-53 Anson Centre Singapore 079904 unless otherwise stated.

SDF Training Grant (for SDF-Approved Courses)

- To apply for SDF funding, companies have to submit the training grant application for their employees on SkillsConnect within the stipulated timeline. SDF funding is subject to WDA's approval. For details, please visit www.skillsconnect.gov.sg.
- In the event that the SDF funding is rejected, the company will be liable to pay MIS the balance amount.
- Participants who wish to apply for SDF are required to indicate this on the course registration form.

Withdrawals / No-Show

For any withdrawals or cancellation, participants will be subjected to the following charges:

Notice Period	Withdrawal / Cancellation Charge
More than 14 days	No charge
Less than 14 days	25% of course fee
Less than 3 working days or No-Show	100% of course fee

Replacements from the same company are allowed.

Cancellation

Marketing Institute of Singapore reserves the right to change or cancel the course due to unforeseen circumstances.

Customised In-House Training

Courses can be custom-designed to suit your department/organisation's unique training requirements. Please contact us for enquiries. Email: seminars@mis.org.sg or call 6327 7586 / 583 / 582.

FOR COURSE ENQUIRIES

Email: seminars@mis.org.sg
 Website: www.mis.org.sg/seminars

Tel: 6327 7586 / 583 / 582
 Fax: 6327 9741

Address: 51 Anson Road #03-53 Anson Centre
 Singapore 079904