Women's Institute of Management

264164—K

Women's Leadership Programme

HRDCorp Training Programme No : 10001142611

Training Duration: 42 hours (6 Wednesdays)

Commencement Date: 22 February 2023

Training Delivery: Face-to-Face

For more information, please contact

Women's Institute of Management

Address: 3rd Floor, Wisma WIM

7, Jalan Abang Haji Openg

Taman Tun Dr. Ismail, 60000 Kuala Lumpur

Ms Slosnah Tel: 03-7722 1878/7731 0613/016-341 6283 (Call/Whatsapp)

Email: slo@wimnet.org.my

Fax: 03-7728 2995

Course Modules for

Women's Leadership Programme

Module 1 The Leadership Paradigm

* What is Leadership?
* Introduction to leadership concepts & theories
* Consultative Leadership over Macho Leadership
* What is the difference between a Leader and a Manager?
* Is Leadership Action Oriented or Results Oriented?
* Future leadership directions

Module 2 Transformational Leadership Psychology

* Introduction to the theory of transformational leadership
* Essential psychological foundations of transformational leadership
* Leadership's Ultimate Toll Box : Intelligence Quotient (IQ), Spiritual Quotient (SQ), Emotional Quotient (EQ) & Adversity Quotient (AQ)
* Understanding the theory of Organizational Control
* Future directions of transformational leadership

Module 3 Professional Ethics, Corporate Governance & Social Responsibility

* Foundations of Ethics & Moral precepts
* Professional Ethics & Corporate Governance
* Professional Ethics & Social Responsibility
* Elements of an ethical organization
* Ethical issues & Challenges in a professional setting
* Professional ethics is the key to continued success
* Fundamentals of Corporate Governance
* The role of a Company Director
* Theory in Corporate Governance
* General Understanding of the Income Tax Act & Companies Act
* Case studies that promote Good Governance
* The role of a Conscientious Company Director
* Successful Employer-Employee Relationship

Module 4 Fundamentals of Business Finance

* General understanding of Finance & Business
* How to read a Balance Sheet—Revenue Profit vs Capital Profit
* Business Start-up Challenges
* Key Forms of Business Ownership
* Fundamentals of a Financial Statement
* Understanding Income Statement
* Sole Proprietorship vs Partnership - Private vs Public

Module 5 Leadership Communications and Negotiation Strategies

* Essentials of Professional Business Communication
* Power of Communication
* Strategies to Enhance Leadership Communication
* Barriers to Effective Communication
* Key Communication Challenges in an Organization
* Metrics & Methods for Implementing Change

Module 6 Leading & Managing Talents

* Starting right with new hires and understanding your employees
* Talent management cycle
* Theory in Corporate Governance
* Roles & Responsibilities in Talent Management
* Align the workforce with organizational goals
* Performance Management in Managing Talents
* Talent Management Dos & Don'ts

Learning outcomes upon completion of the Programme

- √ *Will acquire professional leadership fundamental knowledge*
- √ *Will gain relevant transformational leadership skills to perform effectively*
- √ *Will possess functional leadership skills to lead, manage and communicate effectively*
- √ *Will possess dynamic, professional and ethical leadership qualities*
- √ *Will be able to communicate clearly, using specific language with different level of people within the organization*
- √ *Will be capable of making decisions in critical and crucial time*

Programme Structure

Schedule: This course is for 42 hours (6 days)

Duration: 42 Hours
Schedule

Module code / Session	Time	Hours
Module 1- Day 1	9.00am-5.00pm	7 hours
Module 2 - Day 2	9.00am-5.00pm	7 hours
Module 3 - Day 3	9.00am-5.00pm	7 hours
Module 4 - Day 4	9.00am-5.00pm	7 hours
Module 5 - Day 5	9.00am-5.00pm	7 hours
Module 6 - Day 6	9.00am-5.00pm	7 hours
	Total Hours	42

Methodology: This course will be conducted via face-to-face. It will be conducted via Lectures, Tutorial, Discussion, Presentations & Group Work.

Assessment: Assessment will be done via Assignment & Presentation.

Participants: This course is designed for any women who are in middle management or are aiming to advance their careers.

REGISTRATION FORM

Women's Leadership Programme

Fees: Non -WBN Member – RM7,800 WBN Member – RM7,500

Fees inclusive of Lunch, Teabreaks, Course Materials and Certificate of Completion

Commencement Date:…….

Name : …….. I/C No:…….

Designation:……..

Company: ……..

Contact Person: …….. HP No: …….

Address: ……..

……..

Tel: ……. Fax: ……. ……

Email: ……

- IC copy
- Passport size photo: 1 pc

Payment Details:
By Cheque / Cash: I enclose cash/cheque RM_____ payable to

Women's Institute of Management'
Bank : **CIMB Bank Berhad** Account No.: **8000694925**
(fax or email the bank-in slip as the proof of payment)

By Credit Card: Please charge RM _____ to my credit card: V / M

Name of Cardholder: _____

Credit Card No.: _____ Expiry Date: _____

Card Issuing Bank :_____

Please tick if you are WBN Member ☐

I understand that a place is reserved when payment has been received by WIM

Signature: **Date:**

REGISTRATION
Registration Form must be completed and submitted together with full payment of the programme fees to WIM 1 month before commencement of the programme.
Otherwise, we may have to treat your registration(s) as un-confirmed. WIM shall not be responsible for any additional expenses incurred by participant to attend the programme.

SUBSTITUTION OR CANCELLATION
Substitution of participant(s) is allowed provided WIM is notified in writing of the same with the name of the new participant(s) 1 week prior to commencement of the programme..
WIM reserves the right to cancel, reschedule or postpone the programme due to unforeseen circumstances. Every effort will be made to inform registered participants.

PAYMENT
Payment paid is not refundable.

HRDCorp Training Programme No : 10001142611

For Registration or Enquiries, please contact:

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