

# THE 8 CRITICAL SKILLS OF A SUCCESSFUL MANAGER

Part of WKU “The High Performance Manager” Program

**ATCEN** SM

Free access to ATCEN e-learning solution on  
*Leadership and Influence* (T&C applies)

**Date : 23<sup>rd</sup> – 24<sup>th</sup> April 2018**  
**Venue : Vistana Hotel, Kuala Lumpur**

This training is  
**PSMB SBL-KHAS**

*This is a blended learning workshop, access to the Learning Management System portal will be open from 1<sup>st</sup> Apr 2018 for those registered, to ensure the 2 days workshop focus on developing the 8 skills.*

## Workshop Description

What’s the difference between a manager and a great manager? To be a great manager, there are eight critical skills that must be mastered. In any management books, one of the main points emphasized is managing task and processes are easy. It is managing people that is tough.

This workshop provides proven solutions, workable tools and management skills to develop the critical skills to become a successful manager. By learning to direct delegate, empower, motivate & develop their staff, the manager will lead their team greater to success.

## Workshop Learning Objectives

- Understand the roles of management;
- Appreciate the 8 key management skills of a manager;
- Learn to set the goals and performance indicators in the organization;
- Understand and know how to interview and select for the right person;
- Delegate the right job to the right person;
- Learn to empower our subordinates to achieve success;
- Manage conflict with the staff;
- Learn to performance managed your staff;
- Continuously develop the people for the organization’s benefit.

## Who Should Attend?

- Senior Managers
- Managers
- Team Leaders
- Senior Executives

### Workshop Chronology

0830	Registration
0900	Workshop Start
1030 –1045	Morning Break
1300 –1400	Lunch
1530 –1545	Afternoon Break
1700	End of Workshop

Chronology applies for Day 1 and Day 2.

### Training Methodology

The training methodology will be based on the ATCEN PEAK methodology.

This includes:

- Group activities
- Exercises
- Discussions
- Presentations
- Lots of reflection and sharing

### Western Kentucky University Certificate

The WKU “High Performance Manager” certificate will be awarded to any participant that completes all 3 workshops below within 12 months.

1. 8 Critical Skills of A Successful Manager
2. From Planning to Successful Execution
3. Assertiveness & Courageous Conversation at Work

# The 8 Critical Skills of a Successful Manager Workshop

23<sup>rd</sup> – 24<sup>th</sup> April 2018, Vistana Hotel, Kuala Lumpur

## Module Outline

### Introduction

- Leading, Managing and Developing People Today
- The Leadership Pipeline and the Competencies for each Stage
- The 8 Critical Skills of a Manager

### PERSONAL FOCUS

#### Skill 1: Direction and Results

- The Corporate Direction to Derived Departmental Strategies.
- Setting Realistic Objective, Goals and Targets
- Communication of the Direction to Staff and Expected Result
- Reality versus Perception

*Activity: Corporate Strategies*

#### Skill 2: Focus on the Important

- The KSAM of A Knowledge Worker
- The Need to Learn, Unlearn and Relearn
- The Accountable Manager- You ultimately make the decisions

*Activity: What I need to Unlearn?*

#### Skill 3: 100% Communicating

- Communicate and Be the Manager
- The Development of Management EQ to
- The Need for Open Communication

*Activity: Communicate Your Being to Others*

### TEAM FOCUS

#### Skill 4: Engagement Always

- Transactional to Transformational Communication
- The 5 Dimensions of Trust
- The Power of Expectation Setting vs Instructions

*Activity: Supportive Communication Exercise*

#### Skill 5: Give Them the Opportunities

- The Importance of Right Job For the Right Individual at the Right Time
- Staff Success and Failures
- Giving the Power of Responsibilities –Empowerment and Delegation

*Activity: The Art of Delegation*

#### Skill 6: Clear Execution for Performance

- Communication of Objectives and KPI
- Telling the Subordinates the Specific Behaviors Expected
- Breaking the KPI for Ease of Understanding

*Activity: Performance Communication and the Required Behavior*

#### Skill 7: Clear the Path for Them

- Within Control vs Not Controllable
- Implementing Strategies to Handle Conflict
- The CPR of Conflict Challenges

*Role Play: Conflicts and More Conflicts*

#### Skill 8: Developing the People

- The Manager and Supervisor As the Role Model And Mentor
- Encouraging Continual Learning and Personal Improvement
- Training and Coaching as a Way to Move Forward

*Role Play: A Development Role Play*

## Program Facilitator

### Jeremy Lee

Jeremy serves as CEO and Principal Consultant of ATCEN Sdn Bhd, and Group CFO for the ATCEN Group. ATCEN Group has business in Academic Education (PORTMAN College) and Corporate Training (ATCEN). He has been in the Corporate Training industry for over 16 years.

He is a Chartered Management Accountant (ACMA), Certified Accountant in Malaysia (MIA), Chartered Global Management Accountant (CGMA) and holds a MSc. in Engineering Business Management from Warwick University. He is currently pursuing his PhD in University Malaya. He is a Certified Personal Profiler and Human Job Analysis (Thomas International), Certified Trainer (PSMB) and Certified Master Trainer with Western Kentucky University. He is a Professional Speaker with the Malaysian Association of Professional Speakers (MAPS).

With more than 20 years of strategic and operational management experience, he has worked and been involved in numerous industries. He has conducted and facilitated thousands of individuals in the areas of Strategic Review, performance management, leadership skills, sales, negotiation skills, sales and service and communication skills. He has facilitated workshops in the region and is able to handle people from different backgrounds and management levels.

Over the years, Jeremy has been involved in numerous business. He has lead/ started and closed businesses was involved in mergers, acquisition, daily operations and disposals. He has held a variety of leadership and project management roles in various organizations prior to ATCEN. He was the Senior Consultant with the largest Business Process Outsourcing organization in Asia, Head of Knowledge and Learning Management Division of a listed company, Special Project Manager for a Resort Group, Operation Head in a Resort in UK, Project Team Leader in a Technology start up firm with and also an Internal and External Auditor. He has also operated a Restaurant previously, a recruitment organization and also oversaw the operations of a 30 year old Association.

Additionally, he has collaborated with Accenture on a multi-million-Ringgit e-commerce project in the loyalty program industry. There, he gained the prestigious MSC status for the organization, played a pivotal role in the areas of strategic and operational planning, organizational structure, organizational change and the management of the project. He was also the project manager for the first ISO 9002:1994 certification for a vacation ownership company, worldwide.

Some of the companies he has worked with includes Alliance Bank, AIA, AMEX, AmBank, Axiata, Bacfree, Bank Islam, Bank Rakyat, Bank of Tokyo, Bank of China, Bank Negara, BD Agriculture BMW (M), BP, Celcom, Cerebos Asia Pacific, Comex Genesys, CNI, CIMB Bank, CMA-CGM, Danone Dumex, Dell, DHL Express, DHL IT, DiGi, e-Genting, EasyCall, EON, EPIC, ExxonMobil, Fibertex, Fuji Xerox, Great Eastern, EPIC-I, General Electric, Etiqa, Hitachi, Heitech-Padu, Hong Leong Bank, HP, IBM, IJM Properties, IOI Corp, Iraq South Oil, Inti University, KWSP, KWAP, Kenanga Investment Bank, Kings Confectionery, LaFarge Cement, Maybank, Mayban Assurance, MAA, MBF Cards, Merck, Mesiniaga, MLRe, MSIG, MYOB, Nike, Nokia, OCBC Bank, Petronas, Perodua, Philips, Proton, Polyplastic, PSDC, RHB Insurance, RHB Bank, Sapura Crest, Scomi, Siemens, Shell Trading, Shell SITI, SME Bank, SMECorp, SP Setia, SRG, Standard Chartered Bank, Spices and Seasoning, Sony Malaysia, Sony (PG), STAR Publications, Stemlife, Sunway Hospital, SWIFT, Taylors University, Telekom Malaysia, Telekom Sales and Service, TIME, TMTouch, TM Net, Tenaga Nasional Berhad, Tokio Marine, Toyota Autobody, TNT Express, UMW Toyota, UOB Bank, UMobile, Vsource, ZTE etc.



For more information and details

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# The 8 Critical Skills of a Successful Manager Workshop

23<sup>rd</sup> – 24<sup>th</sup> April 2018, Vistana Hotel, Kuala Lumpur

## Companies that have attended “The 8 Critical Skills of a Successful Manager Workshop” since 2010

4D Performance

A M-Office Group Industries S/B

ACA Pacific Technology (M) Sdn Bhd

ADT Service (M) Sdn Bhd

Affin Hwang Asset Management Berhad

Airfoil Services Sdn Bhd

Ajinomoto (M) Bhd

Arachem (M) Sdn Bhd

Asia Pacific Information Services

Asian-Pacific Resource & Research Centre for Women

Atlas CSF Sdn Bhd

Aumada Energy & Technologies

B.Braun Medical Industries Sdn Bhd

B.K.B Hevea Products Sdn Bhd

Bank Indonesia (Singapore

Representative Office)

Bank Negara Malaysia

Bank Of China (Malaysia) Berhad

Bank of Nova Scotia

Bank Rakyat

BIMB Securities Sdn Bhd

Boustead Penang Shipyard Sdn Bhd

Cigna International Health Service

Collaborative Research in

Engineering, Science & Technology

Convex Malaysia Sdn Bhd

Coscolab Sdn Bhd

Cosway (M) Sdn Bhd

Credit Guarantee Corporation

Crowne Plaza

Cyberview Sdn Bhd

Danone Dumex (Malaysia)

DKSH Malaysia Sdn Bhd

DZ Card (M) Sdn Bhd

Eastern Pacific Industrial

Corporation Berhad

Etiqa Insurance & Takaful

EXIM Bank

Fibertex Personal Care Sdn Bhd

FlyFirefly Sdn Bhd

FPG Oleochemicals Sdn Bhd

GAC Cargo Systems (M) Sdn Bhd

Globetronics (KL) Sdn Bhd

Grand-Flo Spritvest Sdn Bhd

Hitachi Cable PS Techno (M)

Honda Malaysia Sdn Bhd

IGB Corp Berhad

Indah Water Konsortium

Infoconnect Sdn Bhd

Institut Jantung Negara (IJN)

iPerintis Sdn Bhd

Isagenix (Asia Pacific) Malaysia

iTelligence Outsourcing MSC

Jimah O & M Sdn Bhd

KDU University Collage

Kenanga Investors Berhad

KRA Malaysia Sdn Bhd

Kumpulan Wang Simpanan

Pekerja (KWSP)

Labuan Shipyard & Engineering Sdn Bhd

Malaysia Design Development

Centre (ODEC)

MEASAT Broadcast Network

Systems Sdn Bhd

Microlink System Sdn Bhd

MISB Resources Sdn Bhd

MISC Berhad

MOEM Holdings Sdn Bhd

NEC Coporations Sdn Bhd

OCBC Bank

Pacific Mutual Fund Bhd

Penang Seagate Industries (M)

Perak-Hanjoong Simen Sdn Bhd

Perbadanan Insurans Deposit

Malaysia

Pestech Sdn Bhd

Pokka Ace (M) Sdn Bhd

Pong Codan Rubber (M)

Prokhas Sdn Bhd

Prometric Technology Sdn Bhd

Prudential Services Asia

Puncak Semangat Technology

RC Precision Engineering

Sarawak Shell Berhad

Sarawak Energy Berhad

Securities Industry Development Corporation

Siemens Malaysia Sdn Bhd

Siemens Healthcare Sdn Bhd

Sime Darby Rent A Car Sdn Bhd

Skyworld Development Sdn Bhd

SWIFT Support Services (Msia)

Symphony BPO Solutions

Tan Chong Motor Assemblies SB

Taylor's University Sdn Bhd

Tekmark Sdn Bhd

Tele-Paper (M) Sdn Bhd

Tele-Flow Corporation Sdn Bhd

Tenaga Nasional Berhad (TNB)

The Laryneal Mask Company (M)

Times Software Sdn Bhd

Tioxide (M) Sdn Bhd

Tradewinds Bhd

Tyco Fire, Security & Service (M)

UEM Land Berhad

U-Mobile

UMW Corporation Sdn Bhd

Universiti Teknikal Mara Sdn Bhd

Universiti Utara Malaysia (UUM)

UTSB Management Sdn Bhd

VADS Berhad

VADS Business Process

ViewPoint Research Corporation

WEIR Minerals Malaysia

ZincAlu Casting Sdn. Bhd.

## Participants' Feedbacks

*“Very good and concise training.”*

- Sr Operation Manager, Symphony BPO Solution Sdn Bhd

*“The trainer has informed us on the next step-of-action on what to do back in the office, which is good.”*

- Assistant Manager, Puncak Semangat Technology Sdn Bhd

*“Great and very well done workshop for junior managers. Jeremy is great and experience enough to share good real life examples and realistic tips.”* – Product Management Analyst, ADT Services (M)

*“I found this training helped me in terms of managing people and also understand the business objectives and how I can apply this in real situation.”* - Senior Manager, Prudential Services Asia Sdn Bhd

*“Enjoyed the exercises which were interactive & thought-provoking. Also good roleplaying to deal with conflict.”* - F6 Offshore Installation Manager, Sarawak Shell Berhad

*“The role-plays, group discussions and videos are useful. Good discussions & learning.”* – Laboratory Manager, Weir Minerals

**20th**  
SESSION SINCE 2010!

**93%**  
Score on Trainer's  
Feedback Nov  
2017

**231**  
Numbers of  
participants that have  
joined this course  
(public workshop)  
since 2010

To Register or For More  
Information

**Kindly call 03-7728 2623 or  
email to [info@atcen.com](mailto:info@atcen.com)  
[www.atcen.com](http://www.atcen.com)**