

Team Leadership Toolkit

The Bootcamp for Leaders Who Mean Business

Based on SkillsFuture Singapore's Leadership and People Management Framework.

*Enjoy up to **90% SkillsFuture funding and absentee payroll funding** now!

BUILDING BETTER LEADERS



Great leaders inspire greater performance.

Leadership calls for different powers at different times. Leaders must blaze a trail, and inspire the team. Fight fires, or stand in the line of fire. Leaders must point the way to success.

With the right tools, you too can do it all. Master the right mindset, best strategies and sharpest approach at our intensive boot camp. Jumpstart your leadership prowess in just 3 days!

Everyone thinks they are a leader, yet few ask: just how effective am I? Very often, we climb a hill when we can actually scale a mountain. Empower yourself to scale new heights, and then you can empower others. Learn to inspire, lead change and create an impact today!

Get an insider's view of what it takes to be an effective leader in an evolving world. Learn from highly qualified facilitator with insight and passion! Be ready to challenge your beliefs on effective

leadership through simulations, role plays, case studies, team discussions and presentations. Master the core skills of building strong team relationship while boosting higher performance and morale.

Emerge from this high energy course with the essentials of leading high performance teams. See your newfound expertise translates into higher productivity and results once you hit the ground running.

Learning Outcomes

At the end of the course, you will be able to:

- ▶ Identify roles and responsibilities of a team leader.
- ▶ Adopt positive thinking to lead teams.
- ▶ Share best practices on effective leadership.
- ▶ Drive strong team performance.
- ▶ Build cohesive team relationship.
- ▶ Manage diversity and conflict.
- ▶ Develop members through performance appraisal.

Topics

Understanding Roles and Responsibilities of a Team Leader

- ▶ Best Practices on Effective Leadership
- ▶ Leading versus Managing

Driving High Team Performance

- ▶ Planning and setting SMART Goals
- ▶ Executing
- ▶ Adapting and improving continuously
- ▶ Motivating and engaging team members
- ▶ Managing team communications
- ▶ Monitoring and coaching team performance

Developing Capabilities

- ▶ Identifying future skills
- ▶ Conducting effective performance appraisal

Building Cohesive Team Relationship

- ▶ Leading with vision and shared values
- ▶ Profiling individual work styles and behaviours
- ▶ Profiling team development stages
- ▶ Managing diversity
- ▶ Managing conflict

Target Participants



Team Leaders and newly appointed leaders who aim to enhance their effectiveness to lead.



Certificate

The course is aligned to the Leadership and People Management Level 3 Framework. Upon successful completion of the course, participants will be awarded with **3 Statements of Attainment** from SkillsFuture Singapore (SSG), namely:

- ▶ Monitor and Reward Performance in a Team to Support Achievement of Results
- ▶ Build Team Relationships
- ▶ Develop and Motivate Team Members through Capability Development

What Our Clients Say...

- ▶ 100% of our participants intend to apply what they have learnt at their workplace.
- ▶ 100% of our participants would recommend the course to their friends and colleagues.

"In my opinion, Team Leadership Toolkit is one of the best programs available. It has made great impact in the transformational process at DP and we have adopted it as our core leadership development program."

Francis Lee
Chairman, DP Architects Pte Ltd

"This course is awesome! It creatively puts clarity and focus onto what leaders must and must not do in order to create highly effective teams. The training was interactive, engaging and easy to understand. Our key staff who attended the course have grown in their leadership abilities."

Cheah Sin Hean
Group Executive Director, Goodrich Global Pte Ltd



Register Today!

Call (65) 6592 0024 or
email diana.ong@bootstrap.com.sg

3 days, 8.30 am to 7 pm, 28.5 hours

27 Feb - 1 Mar 2019	10 - 12 Jul 2019
3 - 5 Apr 2019	21 - 23 Aug 2019
8 - 10 May 2019	18 - 20 Sep 2019
12 - 14 Jun 2019	6 - 8 Nov 2019



Our Facilitator

Dr Lynda Wee, the Founder and Chief Executive of Bootstrap, is a Specialist in Leadership, People Management, Business innovation, Branding, Customer-centric Initiatives and Retailing.

Prior to founding Bootstrap, she was the Senior Vice President of Learning and Development at CapitaLand Limited and held the concurrent post of Founding Principal for CapitaLand Institute of Management and Business. At CapitaLand, she led the Leadership and People Development initiative. She also spearheaded the Innovation, Creativity and Entrepreneurship (ICE) initiative to develop and implement new business ideas for the group. She served as the founding member

of Temasek-Linked Companies Organisation Development Network.

She led 3 award-winning Innovation projects for innovating Learning Technologies and championing blended learning in various industry sectors. She also received The Innovator Award (2000), The Enterprise Challenge Shield (2003) and the TEC Champion Award (2003) from the Prime Minister’s Office for her innovation in piloting Problem-Based Learning in Tertiary Education.

She is also an Associate Professor (Adjunct) at the Nanyang Technological University. She is a Fellow of the Chartered Institute of Marketing, United Kingdom, Certified Senior Practising Management Consultant and Certified Workplace Specialist in Singapore.

She obtained her Doctor of Philosophy (Retailing) from the University of Stirling, United Kingdom.

Course Fees

Enjoy up to 90% SkillsFuture funding and absentee payroll funding from SSG now! Company-sponsored Singaporeans and Singapore Permanent Residents are eligible for the following:

Funding Type	Course Fee	SkillsFuture Funding	Nett Fee	Absentee Payroll Funding	Nett Investment for Employer
SME	\$990.00	\$891.00	\$99.00	\$213.75	(\$114.75)
Non-SME	\$990.00	\$427.50	\$562.50	\$128.25	\$434.25
Mid-Career Enhanced Subsidy for Singaporeans aged 40 years and above.	\$990.00	\$891.00	\$99.00	SME \$213.75 Non-SME \$128.25	SME (\$114.75) Non-SME (\$29.25)

Self-sponsored Individuals

All Singaporeans aged 25 and above can use their SGD 500.00 SkillsFuture Credit to participate in Bootstrap’s Team Leadership Toolkit Workshop. Visit the SkillsFuture Credit website (<https://tinyurl.com/bootstraplt>) to register for the workshop on the SSG Training Exchange course directory.

Course Fee Funding and Training Allowance are available to self-sponsored individuals from SSG. Visit the SSG website (www.ssg.gov.sg) for more information.