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LEADERSHIP DIPLOMA

FOR MANAGERS AND SUPERVISORS

A transformative diploma programme that equips managers and supervisors with the clarity, skills and confidence to develop teams, grow businesses and deliver results.





INTRODUCTION

The success of any organization hinges on the effectiveness of its managers and supervisors. Your role is not merely about overseeing tasks but about leading people, inspiring your team, and driving performance. The Leadership Diploma by Lifeskills Institute is designed to enhance your leadership skills, providing you with the knowledge and tools to turn everyday management into exceptional leadership. Through this program, you will learn to motivate, engage, and lead your team to success, ensuring you're not just a manager, but a leader who makes a lasting impact.



RELEVANCE

The demands on leaders have evolved drastically in today's fast-paced, complex world. Traditional leadership and management practices are no longer sufficient to navigate the challenges of leading innovative organisations.

This diploma will equip managers and supervisors with the skills to navigate change, lead diverse and remote teams, foster innovation, and make ethical, impactful decisions. By focusing on soft skills, global perspectives and various frameworks, this programme prepares leaders to thrive in complex environments, champion diversity and drive sustainable success in their organisations.



KEY TAKEAWAYS

- **Develop Vital Skills in Leadership:** Learn valuable skills including decision making, strategic thinking and problem solving at a whole new level.
- **Career Advancement:** Develop self-awareness and understand your true potential to get the best out of your own self.
- **Adaptability to Change:** Manage change, deal with uncertainty and guide others through transitions.
- **Drive Organisational Transformation:** Understand the principles and practices of leading transformational change within your organisation.
- **Become an Extraordinary Leader:** Learn and apply frameworks recognised at international level and transform yourself into the leader you aspire to be.

PROGRAMME OVERVIEW

Lifeskills Institute's Leadership Diploma consists of 7 modules with various contents and frameworks that can help equip leaders with the clarity, skills and confidence to develop teams, grow businesses and deliver results.



MODULE DETAILS

Module 1

The Leadership Challenge Self Empowered™

Leaders set principles for how people should be treated. Learners will discover how to build credibility, clarify their values, and understand the impact of personal values on organisational commitment. Integrity means aligning actions with values.

Leaders will also learn what makes an inspiring vision, which is crucial for a strong organisational culture. Discover how to create and bring to life both personal and organisational visions.

1.5 Days + 1-on-1 Coaching Post Workshop

Module 2

Leader as a Coach (Part 1)

Elevating Feedback™

Leaders who can give effective feedback can build superior levels of performance and results. This involves using specific methods for giving feedback in the workplace. Learn your preferred feedback style and the techniques used by top coaches to boost your leadership effectiveness.

1.5 Days + Group Coaching

Module 3

Leader as a Coach (Part 2)

Extraordinary Coach™

Research shows that the top leadership behavior linked to employee engagement is effective coaching. Coaching makes work relationships more collaborative and helps align goals and progress. Learn to help others make better decisions on their own and experience the power of coaching as a management style.

1.5 Days + Group Coaching



MODULE DETAILS

Module 4

Good to Great - The Extraordinary Leader™ (360 Assessment)

Leadership is being redefined in our era, and this means finding ways to break the mediocrity barrier and achieve extraordinary performance in our day-to-day work. This means differently from person to person. Learn the 16 competencies that differentiate good from great leaders and appreciate your own level of effectiveness through an award-winning multi-rater (360) feedback assessment. Identify the right way to enhance your strengths and become successful.

1.5 Days + 1-on-1 Coaching

Module 5

The Inspiring Leader™ Influencing with Impact

Leaders who consistently inspire and motivate others to high performance drive others to superior levels of performance and results. This comes with employing specific methods to make genuine emotional connections in the workplace. Learn one's preferred approach to inspiring others and build the necessary skills to becoming inspiring back on the job.

1.5 Days + Group Coaching

MODULE DETAILS

Module 6

Career GPS for Managers™

As the workforce evolves, employees are looking for personalised development paths that match their aspirations and skills. Coaching conversations promote a culture of continuous learning, boost job satisfaction and improve employee engagement and retention. This module builds self-awareness and teaches managers how to conduct career coaching conversations using key concepts, tools and frameworks.

1.5 Days + Group Coaching

Module 7

Committing to Change - Advancing the Extraordinary Leader™

(Post-360 Assessment)

Leadership is being redefined in our era and this means finding ways to break the mediocrity barrier and achieve extraordinary performance in our day-to day work. This means differently from person to person. Learn the 16 competencies that differentiate good from great leaders and appreciate your own level of effectiveness through an award-winning multi-rater (360) feedback assessment. Identify the right way to enhance your strengths and become successful.

1.5 Days + 1-on-1 Coaching

THE 4-DIMENSIONS PERSONALITY



DISC measures the top 10% of personality; the observable and adaptable behaviours that are above the surface.

TEAMS is a measurement of an individual's thinking and task preference, something under the surface and not so easily observable

VALUES are the invisible and hidden motivators which are ingrained in a person.

Behavioural Attitudes Index (BAI) are the thoughts, feelings, and emotions that unconsciously shape every decision we make.

PERSONALITY BENCHMARKING SYSTEM

The OccupationalKeys™ System allows you to create a performance benchmark which is a set of standards or behavioural ranges for outstanding achievement within a given environment. These ranges are set based on the needs of workplace environment and behavioural requirements of the position, taking into account both daily tasks and long-term goals. The advance course equips you with the skills to support your clients in creating a personality benchmark used for hiring and performance management.



METHODOLOGY

We adopt a variety of systems, methods and practices at various stages to ensure high-level standards and achieve training objectives.

From research-based and validated assessment tools, to organisational-level analysis of the data, we provide an end-to-end, holistic approach to ensure all stakeholders are value-added.

Programme & delivery adapted to the culture of the organisation and to participants' needs



Research-based, validated personality assessment tools



Using self-knowledge as the basis for development



Managerial training to understand, appreciate and apply the tools



Customised benchmarking



Action planning and accountability



Interactive virtual learning



Individual, team, organisational analysis



Supplementary learning resources & ongoing coaching support



MASTER TRAINERS



LEE FONG CHAI

MANAGING DIRECTOR & PRINCIPAL CONSULTANT

Lee Fong is an accomplished Master Behavioral Consultant, with an exceptional track record spanning over two decades in the field of training and development. Her expertise rooted in behavioral analysis, leadership development, and cultivation of strength-based change. Her mission? Enabling her clients to uncover their true purpose and unlock their full potential for effective leadership within their communities and organizations. What sets Lee Fong apart is her rare blend of skills. In addition to her mastery in talent management development, she holds a Master's degree in counselling. This unique combination empowers her to offer her clients a distinctive and comprehensive perspective. With her guidance, Individual can confidently navigate complex challenges and achieve remarkable results in both their personal and professional lives.



IAN TAN

CHIEF ENABLING OFFICER & PRINCIPAL CONSULTANT

Ian is one of Asia's pioneer Master Behavioural Consultants, specialising in behavioural analysis, leadership development and strength-based change. With over 20 years of experience in the field of training and development, Ian enables his clients to discover their purpose, maximise their potential and to lead their communities and organisations with impact.

TRAINERS



KAI YUAN LAU

TALENT MANAGEMENT CONSULTANT

Kai, a Certified Advanced Behavioral Consultant, Stress Management Consultant, and Career Coach, brings over a decade of extensive expertise in Human Resources and Learning and Development to his professional portfolio. His proficiency in engaging training methodologies and exceptional listening skills make him particularly adept at connecting with diverse audiences, fostering productive relationships that drive positive outcomes. Throughout his professional journey, Kai has consistently provided invaluable insights and guidance to senior leadership on talent management strategies and has held prominent positions in various industries. He holds a Master's degree in Business Administration, further emphasizing his commitment to continuous learning and excellence in his field.



ROSEMARY WONG

TRAINER

Rosemary Wong is a certified Advanced Behavioral Consultant and Career Coach with 15 years of teaching experience and 10 years as a GMAT trainer. She holds a Master's degree in Mathematics and a Data Science Certification. Her innovative pedagogical approach and ability to simplify complex topics have proven invaluable in facilitating individuals and teams on their journeys toward realizing their fullest potential. Rosemary has successfully transitioned into corporate training, using her coaching and behavioral science skills to empower learners globally, equipping them with the tools to thrive in both their professional and personal growth.

ABOUT US

Since 1996, Lifeskills Institute has established itself as the trusted and leading authority in life skills training and development. We partner with global institutions to deliver top-class, evidence-based solutions across Asia from leadership development, personality profiling, coaching to personal mastery. To date, we have transformed over 500,000 lives in the region.



MULTI-DIMENSIONAL & HIGHLY VERSATILE TOOL

Measures 3 other personality dimensions that lie beneath the surface of an individual that are equally critical to recognise.



VALIDATED, ACCURATE AND RELIABLE

All products and assessments are research-based with international statistical analysis reports



PATHWAY LEADING TO IN-DEPTH PROFESSIONAL DEVELOPMENT

A systematic approach to build your confidence for career coaching conversations



POST-CERTIFICATION SUPPORT & COACHING

Year-long access to DISC resources and coaching support

Lifeskills Institute provides comprehensive life skills and workplace solutions such as training, certification, profiling consultancy, research and resources for both the corporate and youth segments. Our Professional Division partners with corporations to empower their executives through professional development and mastery to achieve results and growth for their organisations, while our Youth Division engages with schools, institutions and educators to develop their students into effective leaders of their own lives and communities.

CERTIFICATION & TRAINING PROGRAMMES

PROFESSIONAL CERTIFICATION

Certified Behavioural Consultant (CBC)
Certified Advanced Behavioural Consultant (CABC)
Certified Career Coach (CCC)
Certified Stress Management Consultant (CSMC)

LEADERSHIP TRAINING

The Extraordinary Leader™
The Extraordinary Coach™
The Inspiring Leader™
Elevating Feedback™
Leadership Levers™
The Extraordinary Performer™
The Inspiring Leader™
Managers as Mentors
Manager to Leader
The Leadership Challenge®

TEAM-BUILDING

The Five Behaviours of a Cohesive Team®, Team Development

PUBLIC WORKSHOPS

DIScovering The Strengths in Me (1-day public workshop)
DICovering Your Selling Strengths (1-day public workshop)
DIScovering Me, DIScovering You (1/2 or 1-day public workshop)
Managing Stress Before It Manages You (1-day public workshop)
The Five Behaviours of a Cohesive Team™, Personal Development (1-day public workshop)



For solutions on personal, team and organisational growth and development, visit: www.lifeskillsinstitute.my.

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