

# One Step Back, Two Steps Forward - Level 4



## SOA: Personal Effectiveness

### Description

Managers need to develop their personal effectiveness skills to lead their teams to meet business goals and to grow their people.

This 16-hours level 4 course seeks to develop manager's effectiveness of their personal leadership and communication styles in influencing the team to achieve organisational goals. Managers are then equipped with knowledge on how things work in the organisation in relation to various stakeholders.

The outcome of this training is to increase their personal effectiveness in enhancing cohesion with the team and rally support for the achievement of organisational goals.

### Who is this Course For?

New Managers, Middle Managers and Team leaders from any industrial sectors or businesses

### Course Objectives

On completion of the course, learners will be able to:

- Develop strategies to increase personal effectiveness in engaging stakeholders.
- Make effective decisions to develop implementation plans in support of organisational goals and objectives.
- Apply strategies to influence team leaders towards supporting the organisation's strategic priorities.

Course Duration

**16 Hours**

Course Reference No.

**TSC-2022015536**

Mode of Training

**Classroom**

Funding Validity

**Till 04 Sep 2026**

**Full Fee \$600**

(Subject to 9% GST)

Pricing	Funding	Nett Fee (After GST)
<b>SME OR SINGAPOREAN AGE 40 AND ABOVE</b>	<b>70%</b>	<b>\$234</b>
<b>NON-SME OR SINGAPOREAN AGE 21 TO 39 OR PR</b>	<b>50%</b>	<b>\$354</b>
<b>Subsidies available: SFC, SFEC, PSEA</b>		

As pre-requisites may differ by course, we strongly encourage you to review the details and contact us for any clarification.



# Course Content

## Learning Unit 1: Looking Back

- Types of stakeholders and their interests
- Different types of leadership styles that suit different situations
- The art of delegation to your team lead
- Barriers to communication in your team
- Techniques to improve collaboration with others in your team

## Learning Unit 2: Looking Ahead

- Types of organization communication & protocols in your organization
- Hierarchy of organizational plans and its priorities
- Methods of gathering and evaluating feedback to make sense
- Decision making models and methods to achieve business goals

## Learning Unit 3: Remaining Steady

- The power of influence as a leader
- Legal considerations relating to corporate governance
- Ethics to abide with in corporate governance
- Modelling organization's ethics and values in your behaviours as a leader

