

NEW MANAGER NEW LEADER

Effective Delegation & Giving Feedback

Harvard Business Review pointed out that delegation is a critical skill, yet it is one of the most underutilized and underdeveloped managerial capabilities. Leaders hoard work due to reasons such as the fear of diminishing self-importance and the lack of confidence in others.

This program instils the necessary leadership mindset, heartset, and skillset that enable delegation. Participants also learn to give feedback effectively to ensure that standards are held to and goals are met.

Equipped with holistic delegation and giving feedback skills, leaders engage better with their teams to achieve more with less.

Learning outcomes:

This one-day workshop aims to equip participants with essential leadership mindset, heartset and skillset to manage people/team more effectively which includes improves delegation and giving feedback skills. The skills will holistically enable participants engage with their teams to achieve more with less. To put it simply:

- To upskill and delegate more effectively
- To improve giving feedback to their team members
- To improve their leadership effectiveness and team engagement skills

Training methodology:

**Live Virtual Instructor****Role Play and Social Learning****Case Studies and Group Discussions****Interactive Learning Activities****RM700/pax**

(Inclusive 6% SST)

**Senior Executives & Emerging Leaders****1 Day (7 hours)****[View Program Calendar Here](#)**

PROGRAM **OUTLINE**

Module 1: Essential Leadership Mindset

- 1.1 Role of a Leader
- 1.2 Boss versus Leader
- 1.3 Mindset of a Leader

Module 2: Effective Delegation

- 2.1 What is Delegation and What is not
- 2.2 Why and Benefits of Delegation
- 2.3 How to Delegate Effectively (The 10 Steps Guide)
- 2.4 Case Study: Group Simulated Activity and Discussion

Module 3: Giving Feedback

- 3.1 What is Feedback and What is Not
- 3.2 Why and Benefits of Giving Feedback?
- 3.3 How to Give Feedback Effectively (The 5 Steps Framework)
- 3.4 Case Study: Group Discussion and Sharing

Module 4: Skill Practice

- 4.1 Practice Giving Feedback (one-on-one)
- 4.2 Practice Giving Feedback (one-to-team)

Action Plan / Putting into Practice

TRAINER **PROFILE**



PETER LAW

He has 24 years of commercial experience in Hospitality, Food Service, Theme Parks, Financial Services (Life & General Insurance, Takaful and Asset Management) and Property Development sectors across Asia Pacific exposures. Over the last 2 decades, Peter has UPLiFTed more than 33,500 people. He has also clocked more than 900 coaching hours in the recent 8 years. He came with a wealth of experience in Organizational Development, HR Transformation, Talent Management & Talent Development, Organizational Culture Building, Employee Engagement and Employer Branding.

Currently he is coaching and advising Start-up, SME and large Corporation's CEO, C-Suite, Business Leaders and Youth Leaders in the areas of Business Turnaround, Personal and Organisational Effectiveness, HR Transformation, Leadership, Talent Development, Corporate Culture and Employee Experience (EX). He also co-authored a book entitled "Leaders in Development" published by Acumen Publishing in 2017.

Passionate in youth and future leader development, he has been active in sharing his experiences and expertise in local and international forums and conferences. In the recent 10 years, Peter have spoken in Japan, Philippines, India, Thailand, Singapore, Vietnam and locally Malaysia. He is currently researching on Future Skills, Gen-Y and Millennials development.

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