

Management to meet the status quo, leadership challenge the status quo. ~ Warren Bennis

管理者滿足現狀，領導者挑戰現狀。~ 領導學之父華倫·班尼斯 (Warren Bennis)

Management ask "how to do" and "when do", the leadership asked, "what to do" and "why do."

·管理者問『怎麼做』和『何時做』，領導者問『做什麼』和『為什麼』。華倫·班尼斯 (Warren Bennis)

Management do things right, leadership do the right thing ~ Warren Bennis

管理者正確的做事，領導者做正確的事 管理者問『怎麼做』和『何時做』，領導者問『做什麼』和『為什麼』。華倫·班尼斯(Warren Bennis)

OBJECTIVES

- ☞ Understand the different of Leadership and Management 了解领导和管理的区别
- ☞ Leadership and Management Speciality 领导和管理的特质
- ☞ Leadership and Management of the impact of organizational change 领导和管理的对组织变化的影响
- ☞ Diversity of Leadership and Management 领导和管理的差异
- ☞ The Balancing of Leadership and Management 领导和管理的平衡

COURSE CONTENTS

1. What is Leadership and what is Management - 什么是领导, 什么是管理
 - ❖ Management - makes systems of people and technology work well day after day, week after week, year after year. Leadership create the systems that management manage and changes them in fundamental ways to take advantage of opportunities and to avoid hazards
2. 管理者与领导者的区别 - A Closer Look At Management and Leadership.
3. 领导的特质/管理的特质 - The leadership qualities /management characteristics Leadership/Management
 - ❖ 远见 - Purpose
 - ❖ 自我定位 - Place
 - ❖ 人才经营 - People
 - ❖ 热情 - Passion
 - ❖ 优先顺序 - Priority
 - ❖ 权力 - Power
4. 领导补充了管理，但不能替代管理。 - Leadership complement the management, but cannot replace management.
5. 当组织有不同数量的管理和领导，会发生什么状况？ - What happens when organizations have different amounts of management and leadership?
6. 组织面临什么类型的变化？ - What types of change can organizations incurred?
7. 领导和管理，在工作的动机、行为的方式方面存在着很多的差异 - The differences of Leadership and management on work motivation, behavior and strategies.
8. 领导和管理的艺术 - The art of leadership and management
9. 领导和管理的理念和方针 - Leadership and management philosophy and approach
10. 卓越管理的智慧：领导无形管理有道 - The wisdom of management excellence: Leadership Ethics in the invisible

TARGET AUDIENCES

HR Manager, HR Executive, Each department Manager, Engineer, Supervisor, Officer or Public Relationship staffs.

ADMINISTRATIVE

Date : **April 18-19, 2018 (Wed - Thu)**

Time : **9.00am - 5.00 pm**

Venue : **FMM Institute, Johor Branch**

Closing Date : **April 09, 2018**

COURSE FEES

Member : **RM795-00 per participant**

Non Member : **RM901-00 per participant**

(Fees include Course Materials, Refreshment, Lunch & Certificate of Attendance) (Inclusive of 6% GST)

For further enquiries, please contact

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TRAINER - **Ms. Chang Li Fong** started her consulting and training experience in 2000 as a management consultant and Trainer attached with a corporate Organization in Singapore and Malaysia. She has extensive consulting experience in Singapore and Malaysia, specializing in the areas of Counseling, Continuous improvement cost savings, behavioral change survey, Human Resources and also partners with a number of training providers in Malaysia and Singapore to deliver training courses on numerous topics relating to both technical/operational/hard and soft skills subjects.

REGISTRATION FORM

Dear Sir,
Please register the following participant(s) for the above programme

1 Name : _____
Designation : _____
I.C No : _____
H/P No. : _____

2 Name : _____
Designation : _____
I.C No : _____

If vegetarian meal required. _____ pax (if space is insufficient, please attach a separate list)

Submitted by:

Name : _____
Designation : _____
Company : _____
Address : _____
GST No. : _____
Tel & Fax No. : (T) _____ (F) _____
Email : _____

Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the "FMM Institute" should be forwarded to the Secretariat **before April 09, 2018.**

- * There will be no refund for cancellation within 3 days prior to the programme; 50% refund for cancellation between 3-6 days;
- * Full refund for cancellation 7 days prior to the programme; Cancellation must be in writing. Replacement can be accepted at no additional cost.
- * The FMM reserves the right to change the facilitator, date or reschedule the above programme and all efforts will be taken to inform participants of the changes. * Upon sending the registration form, you are deemed to have read and accepted the terms and conditions.