

### PARTICIPATION FEES

Members: RM 990.00 per participant  
 Non-Members: RM 1,113 per participant  
 (Fee inclusive 6% GST)

### WHO SHOULD ATTEND

General Managers, Senior Managers, Head of Department, Managers and those in leadership positions.

### REGISTRATION

Registration is on a **first-come-first-served basis**. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

### REPLACEMENT / CANCELLATION

All cancellations must be made in writing. There will be no charge for cancellation received 10 or more working days before the start of the programme. Cancellation received 6 – 9 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. **Cancellation received 5 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees.** If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes.

For further enquiries kindly contact:

Lina : [akmalina@fmm.org.my](mailto:akmalina@fmm.org.my)

Liza : [aliza@fmm.org.my](mailto:aliza@fmm.org.my)

Tel: 06-6031627/16/26

Closing Date  
 24 March, 2016



# BE AN EXCELLENT COACHING LEADER

HRDF  
 Claimable

Date : 28-29 March, 2017

Time : 9.00 am - 5.00pm

Venue : Palm Seremban Hotel

### Introduction

To get impact and top performance from your team and to compete successfully in any situation, the leader must be



more than just a boss. He or she must be a coach. Every leader is faced with the unique challenges of boosting employee morale, mentoring and teambuilding rather than just getting the job done and achieving the target i.e. task-and-profit-oriented. As a leader, you should develop the coaching and mentoring skills, learn personal techniques and build the right attitude to successfully coach your manager, executives and people. This will turn your team to improve performance, raise the quality of life, become more positive, more productive and more effective. Your legacy as a leader will commence when you join this workshop to take your first step to become a Coaching Leader.

### Objective

- Improve coaching skills
- Mentor managers and executives to move from good to great
- Be a winner and teach the managers and executives and how to win

### Course Content

- 1. Excellence Starts With The Leader**
  - The Leader's Role as a coach
  - The 10 Values of a successful coaching leader
  - How to impact your team
  - Five insights of a High-Performance Coach
- 2. Developing An Effective Coaching Model**
  - Know your team's personalities and capabilities
  - What's your coaching style: Take an Inventory!
  - Pitfalls to Avoid in Coaching
  - Ten tools for building a Great Team
- 3. The Coaching Leader's Role**
  - What is the coaching Leader's Role?
  - Communicating involvement and establishing trust
  - Clarifying expectations and verifying understanding
  - Eight hurdles to performing your coaching role.
- 4. The Mentoring Leader's Role**
  - Walking alongside your people
  - Six ways people think
  - A process with productive purpose
  - Three key phases of successful mentoring

### Trainer

**Mr Peter Chin** is an independent consultant, providing services in business management, training and development. He has spent more than 20 years in the corporate world; assuming various managerial roles with Standard Chartered Bank, Malaysia; Whitcoulls Ltd and Market Gardeners Ltd, New Zealand. Peter is qualified with an MBA from the University of Bath and holds associateships with the Malaysian Chartered Institute of Management and the Malaysian Institute of Management. Peter is a Certified Trainer of the American Management Association (AMA). He is also a member of the National Association of Small Business International Trade Educators (NASBITE) in Portland, USA.

He conducts training programmes for large corporations like PERNAS, RENONG, UMW, SAPURA, ABB, Bristol-Myers, George Kent, Anakku Group and Government bodies like MIMOS, FAMA and MINDEF. He also conducts public seminars in the ASEAN region and provides consultancy services to small and medium-sized industries. Corporate programmes conducted include Financial topics like financial planning, credit analysis, budgeting and control; Management topics like leadership, management development and teambuilding; and Current topics like business planning, creative thinking, project appraisal and small business management.

## REGISTRATION FORM

FMM Institute Negeri Sembilan Branch Fax : 06-603 1628

Required vegetarian meal

Attn : Pn Lina / Pn Liza

Name

Designation

Email

1.

2.

**Payment** : Enclosed cheque/Bank Draft no. \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant (s) made in favour of "FMM Institute"

**Submitted by :**

Please tick /

FMM Member

NON- Member

Company Stamp

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Company : \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ Email : \_\_\_\_\_