



# Essential Skills for New Managers Workshop

## Registration Form

✓SDF Grant  
✓SkillsFuture

### About the Workshop

This high-impact workshop will provide participants the essential skills to become a team leader who works with and through his/her members to produce measurable results. At the end of the workshop, you'll understand the challenges of being a manager and learn how to: take a proactive approach, communicate effectively with stakeholders, set measurable goals/objectives, delegate staff with confidence and clarity based on their abilities, apply systematic coaching through a 4-step process and practice influencing strategies.

### Key Topics

- Self mastery - team effectiveness - business results model
- The manager as a change champion
- Emotional intelligence at the workplace
- Communication skills with stakeholders
- Motivational techniques to increase performance
- Steps to achieve effective delegation
- Coaching for results
- The 6 weapons of influencing

### The Speaker - Mr Arnold Chan

Arnold Chan has over 20 years of organisation development experiences while working in both the public sector and global organisations with a strong Pan Asian presence. He has led strategic initiatives ranging from HR transformation and talent management to M&A integration. Currently the Director and Principal Consultant of Grow Talent Pte Ltd, Arnold's management services span across a broad spectrum of industries in both public and private sectors. He has developed executives from Singapore, Australia, China, Hong Kong, India, Indonesia, Korea, Malaysia, Thailand, the US and Vietnam.

**Who Should Attend** Frontline supervisors, first-time managers, team leads, practicing managers and support staff who want to sharpen their leadership capabilities.

<b>Date:</b> 23 August 2024, Friday	<b>Course Fees:</b> \$328 per participant (Includes Handouts, Lunch & Refreshments)
<b>Time:</b> 9.00am to 5.00pm (Registration starts at 8.45am)	<b>To register:</b> Email your registration forms to us or register online.
<b>Workshop Venue:</b> Carlton Hotel 76 Bras Basah Road Singapore 189558	960 Dunearn Road, #06-25, Singapore 589486 Tel: 6293 9068 Email: info@kcacademy.com.sg Website: www.kcacademy.com.sg
	<b>Payment Details:</b> Payment by bank transfer or PayNow Corporate (UEN no. 201100115H) before commencement of workshop

Participant 1: Name:

Email:  Designation:

Participant 2: Name:

Email:  Designation:

Contact Person: (If different from above) Name:

Email:  Designation:

Company Name:

Company Address:

UEN No:  Tel:  Fax:

Upon receipt of registration, any cancellation must be confirmed in writing, and will be subject to a 10% administrative charge. If notice of cancellation is received less than 5 working days before the course date, or if participant fails to show, participants will be invoiced for the full fee. However, substitutes will be allowed. KC Academy Pte Ltd reserves the right to cancel/postpone the event or change the venue/date/time of the workshop in view of unforeseen circumstances.