

BUILDING LEADERSHIP EXCELLENCE

This course seeks to impart basic Building Leadership Excellence one requires in order to carry out their duties as middle managers. There are frequent instances of mismanagement by managers with regards to staff management, leadership and motivation. This could arise from the inadequate knowledge and skills among managers. Course covers various aspects of communication, coaching, counseling and team building which are vital skills required of an effective leader. With a stronger foundation, participants will be able to assist their organizations to achieve its goals and objectives.

PERFORMANCE OUTCOMES

- Explain the 4 core skills of effective supervising
- Plan effectively
- Organise effectively
- Lead employees effectively
- Perform follow up (control activities) strategies
- Reduce miscommunication through more effective communication skills
- Demonstrate team thinking and building skills
- Coach employees effectively
- Motivate employees effectively

ENTRY REQUIREMENT

- Currently working in the apparel industry or aspire to work in the apparel industry
- Possess university, diploma or high school certificate
- Ability to read, write and comprehend English proficiently
- Basic computing skills and knowledge of Microsoft office
- Basic Drafting and sewing knowledge/skills

COURSE FEE

Non-GMAC Members	USD\$322.00
GMAC Members	USD\$280.00

COURSE DURATION

Training Hours	21
Assessment Hours	1.5
Total Hours	22.5

GRADUATION REQUIREMENTS

Student must fulfil the following requirements:

- 75% attendance rate of total training hours per module
- Assessed and be competent for every module

CERTIFICATE ISSUANCE

Upon successful completion of the course, student will be awarded the CGTI Certification which is nationally endorsed and recognised by industry partners.

ATTITUDE AND KNOWLEDGE

- AK1. Roles and Responsibilities of an effective supervisor
- AK3. 4 core skills of an effective supervisor
- AK5. Structured organizing and allocation of resources
- AK6. Components of leading effectively
- AK7. Control and evaluation measures
- AK8. Effective Communication skills
- AK11. Active listening techniques
- AK12. Team development stages
- AK13. Characteristics of an effective team
- AK16. Conflict management for team effectiveness
- AK18. Impact of coaching on a team
- AK20. constructive feedback management
- AK22. Motivation strategy to enhance team performance

WHO SHOULD ATTEND

- Assistant Merchandisers to Merchandise Managers
- Managers
- Marketing Executives and Managers
- Product Development Executives and Managers
- Sourcing Executives and Managers
- QA Auditors, QC Inspectors and QA/QC Managers
- Assistant Designers and Designers
- Assistant Buyers and Buyers
- Industrial Engineers, Work Study Officers

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