

## Annex 1

### Leadership with Mentoring

#### Training Objectives

This program is aimed at helping participants to develop a plan for personal development covering their working life and leadership role. Improve their ability to cope with the various difficult situations that are unavoidable in their day-to-day dealings at the workplace and with their customers. Participants will understand and be able to apply the skills of motivation, positive thinking and mentoring to others and to themselves.

#### Training Details

Training Provider: Singapore National Employers Federation (SNEF)  
Trainer: Mr Peter Ng  
Location: 19 Tanglin Road, #10-01, Tanglin Shopping Centre Singapore 247909  
Dates: 19, 21 and 23 January 2010  
Fees: \$170 (after 40% subsidy from CCF)  
Duration: Weekdays – 6.30 pm to 9.30 pm  
Saturday – 9.00 am to 5.00 pm

Closing date of registration: **18 December 2009**

\*\* If you have any enquiry, kindly contact Alex at Tel: 6259 0077 ext 126 or Email: [alexquek@sncf.org.sg](mailto:alexquek@sncf.org.sg).

#### Who should Attend

This program is highly recommended for those whose jobs require them to lead people and supervise performance.

#### Training Outline

- Developing Leadership
  - The Supervisor as A Leader
  - The Middle Advantage
  - 12 Strategies for making it happen from the Middle
  - Become A Leader of Change
  - Assessing your Leadership Style
- Mentorship: The Important New Role for Leaders
  - Why mentoring is an important new role for leaders
  - Developing Knowledge Workers of the new economy
  - The differences among the roles of leader, manager, and mentor
  - A Mentor Model that describes the role
  - Mentoring Benefits You
- Benefiting from Individual Differences
  - Recognize and appreciate differences
  - Recognize and respond to styles
  - TARGET Approach to Growth
- Coaching and Counselling Skills
  - Clarification of counselling skills
  - Appropriate uses of counselling at work
  - Clarification of coaching skills
  - Appropriate uses of coaching skills