

The background of the entire page is a photograph of a hand with the index finger pointing upwards. Overlaid on this are several interlocking grey gears. One gear on the left has the word 'GOALS' in black capital letters. A larger gear in the center has the word 'COACHING' in red capital letters. In the top right corner, there is a dark blue triangular shape containing the 'biluF' logo in white, with a horizontal line and three dots underneath it.

**biluF**

**COACHING**

**GOALS**

# ENHANCING YOUR TEAM PERFORMANCE THROUGH COACHING

6-7 JUNE 2023

# OVERVIEW

Coaching is the most sought-after leadership skill in today's rapid, constant, and disruptive change business landscape.

Enhancing Your Team Performance through Coaching programme can help your team or employees to experience clarity in their roles and bring out their best qualities towards achieving their respective performance goals.

It can help employees identify skills to be developed, reinforce key strengths, and plan strategies for improvement.

Coaching not only focuses on achieving goals within an employee's current job but can envisage a move in new directions. Increasingly, coaching is becoming integral to the fabric of a learning culture in organisations and is also seen as an employee engagement and retention strategy.



# OBJECTIVES



## **DESCRIBE**

what coaching is and the key goals of coaching others for better performance;



## **CREATE**

better alignment of employee's personal and organisational goals;



## **IDENTIFY**

and close gaps between current and desired performance outcomes using a coaching framework;



## **APPLY**

the one-minute manager framework to give feedback and help improve performance; and



## **IMPROVE**

your ability to lead, coach and communicate using the coaching model.

# METHODOLOGY



Face-to-face training



Interactive Lectures, Exercises, Group Discussions and Skills Practice

## PROGRAMME DETAILS

Date	Time
6-7 June 2023	8:30 am – 12:00 pm 1:30 pm – 5:00 pm

\*\*\*Time/date is subject to change

Please refer to [www.bilif.com.bn](http://www.bilif.com.bn) for the latest updates\*\*\*

*Read why people love this programme!*

*Rated:*



# WHO IS THIS PROGRAMME FOR?

The programme is designed for those looking to:

- Increase your self-awareness as a leader as you will gain better insights about yourself;
- Help team members to align their performance goals;
- Enhance your ability to have effective performance conversations;
- Improve employee performance which leads to increased productivity and business results; and
- Create opportunities for employees to improve self-esteem and job satisfaction.

## PROGRAMME OUTLINE

Modules
Module 1: Purpose and nature of Coaching
Module 2: Developing a Coach Mindset
Module 3: Developing Fundamental Tools
Module 4: Performance Conversations
Module 5: Key Success Factors



# PROGRAMME LEADER

## KAREN ONG (CIPD, UK, ILM, UK)

Thousands have benefitted from her 25 years of experience addressing people in both the corporate and public sectors. Passionate about motivating her learners towards high professionalism and collaborating as effective teams in more than 15 countries, Karen is an exceptional learning facilitator. She demonstrates an innate ability to relate to people from different cultures and levels to deliver an authentic learning experience – high content and high engagement both in an in-person or virtual space.

Karen was with SMR, a leading learning and development organisation based in Kuala Lumpur with offices in S.E. Asia, Middle East, and Australia for 20 years. She held many key positions in the company from General Manager, Managing Director, Vice-President, Chief Learning Officer, Talent and Events Director, Master Trainer, etc during her tenure there. Karen has spoken and trained extensively with organisations like Vistara Airlines, INFOSYS, ICICI Bank, Hindustan Coca Cola Beverages in India, IPAM, SingHealth Medical Group, Singapore Police Force in Singapore, BIBF and Gulf Air Bahrain, Qatar Foundation, Abu Dhabi Police, Oman Cement etc in the Middle East, just to name a few. Back home she has served a long list of clients, including Petronas, UMW, KLCC Convex, MAXIS, ASTRO, Samsung Blue Mobile Academy, Gamuda, Western Digital, Payment Network Malaysia etc. She has also worked with organisations to provide post-workshop coaching clinics to help the workforce improve performance skills to achieve professional results.

With her wealth of experience in facilitating workshops, Karen is extraordinarily versatile, effortlessly adapting to all levels of participants ranging from C-Suite, senior leaders, and educators to young fresh college graduates. Her training approach is learner-centric, using learner engagement tools.

Karen is an experienced Human Resource professional having achieved the following:

- Accredited Master Trainer (ILM, UK)
- Certified Trainer (CIPD, UK)
- Licenced Leadership Facilitator Zenger-Miller (Achieve Global) USA
- Associate Coach (ICF)
- Action Learning Coach (WIAL)
- Certified Virtual LearnCaster (EnSync Learning)

# ABOUT BRUNEI INSTITUTE OF LEADERSHIP AND ISLAMIC FINANCE

Brunei Institute of Leadership & Islamic Finance (BILIF) was established in 2010 as the Centre of Excellence for the finance industry in Brunei Darussalam, providing high-quality learning solutions, including signature and collaborative events for human capacity development in the areas of Islamic finance and leadership. Under the purview of Brunei Darussalam Central Bank (BDCB), BILIF plays a fundamental role in Pillar 5 of Brunei Darussalam Financial Sector Blueprint 2016-2025 in raising financial industry standards especially in the areas of Islamic finance. All of our programmes are accredited by Brunei Darussalam National Accreditation Council as Value Added Qualifications. Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and Qualifying Examination for Insurance/Takaful Agents (QEFITA). BILIF is also the official examination centre for all examinations under Chartered Institute for Securities & Investment (CISI), UK; Chartered Bankers Institute (CBI), UK; International Compliance Association (ICA) and The Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI), Bahrain.

Over the past 10 years, BILIF has forged strategic partnerships with local and international organisations enabling us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators in the areas of Islamic finance and leadership. More recently, BILIF has also established partnerships with Bahrain Institute of Banking and Finance (BIBF) and The London Institute of Banking & Finance (LIBF), both with the objective of bringing more quality learning opportunities for our participants in the areas of banking and finance. BILIF has been honoured with multiple international awards and accolades: The "Best Emerging Islamic Finance Training Institution – Brunei 2021" from the International Finance Awards 2022, "Best Islamic Finance Education & Training Brunei 2021" from the Global Banking & Finance Awards®, "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony and GIFA Excellence Award (Islamic Finance Training & Education) in 2022; The GIFA Excellence Award (Islamic Finance Training and Education) 2021 at the 11th Global Islamic Finance Awards (GIFA), the Award for "Contribution to Organisation" at the Asia HRD Awards in 2021; and the GIFA Excellence Award (Islamic Finance Training and Education) in 2019.

**74**

Events

**687**

Programmes  
and Examinations

**15,300+**

Participants

# ENHANCING YOUR TEAM PERFORMANCE THROUGH COACHING

■ 6-7 June 2023



To apply for the programme, please email your completed form to askseed@bilif.com.bn by 22 May 2023

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
NORMAL FEE	<input type="checkbox"/> \$800.00 (SBS 20%)	<input type="checkbox"/> \$1000.00
GROUP FEE (FOR EVERY 2 PAX)	<input type="checkbox"/> \$560.00	<input type="checkbox"/> \$700.00

By completing and signing this form, you hereby agree to the terms and conditions below:

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

## APPROVING OFFICER

Name:	<input type="text"/>	Email:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>

Signature and Company's Stamp

Please email the invoice to:

## Terms and conditions:

### Cancellation Policy:

- All cancellation must be submitted to BILIF in writing either by letter or email.
- Any cancellation received 30 days or more prior to the training date will incur a cancellation fee of 10% of the programme fee.
- Cancellation received 8 - 14 days to the training date will incur a cancellation fee of 50% of the programme fee.
- Cancellation of registrations received 7 days or less from the date of training or if the delegate fails to attend the training, he/she will be considered as 'no show' and is subjected to 100% of the programme fee.
- BILIF welcomes and accepts replacement of participants up until a day before the training commences.

### Other terms:

- Participants must complete all scheduled sessions and activities for them to receive the certificate of attendance/ completion.
- Payment must be made upon receipt of invoice issued by BILIF.
- BILIF reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.



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*Alternatively, you can also whatsApp us at  
+673 8271140 to learn more about our offerings*

