



LEADING, MANAGING AND MOTIVATING HIGH PERFORMANCE TEAMS

7 - 8 MAY 2024

DEADLINE TO REGISTER

10 April 2024



OVERVIEW

Improving and maintaining high productivity and quality is a major concern to most organisations. While managers do not directly influence certain performance-affecting factors such as competition or the economy, there are numerous under utilised or incorrectly applied factors within their control. This results in diminished productivity and job quality.

Fortunately, managers can learn skills and install procedures that research has shown will improve and maintain human performance. In fact, the research conducted by the programme leader and team has clearly revealed that some of the greatest gains in productivity are achieved through manager-controlled factors, especially when compared to capital investment strategies.

Managing Performance is a performance-oriented system that ensures managers learn and apply effective techniques on the job.

OBJECTIVES

At the end of the workshop, leaders and managers will be able to:

- Identify key areas of group and individual accountability;
- Develop performance objectives and standards key results areas, as well as defining and setting up the teams' KPIs;
- Develop performance goals and action plans for each specific period that help employees achieve or exceed performance standards;
- Administer positive reinforcement techniques to motivate employees;
- Provide regular feedback, coaching & counselling to overcome performance deficiencies; and
- Learn how to prepare and conduct performance appraisal discussion.

WHO IS THIS PROGRAMME FOR?

- Senior Managers, Mid-Level Managers and General Managers
- Senior and Mid-Level Executives
- Team Leaders and Head of Departments
- Human Resources and Learning & Development Managers

METHODOLOGY

Face-to-face



PROGRAMME DETAILS

DATE	TIME
7 - 8 May 2024	8:30 am - 12:00 pm 1:30 pm - 5:00 pm

***Subject to change

Please refer to www.bilif.com.bn for the latest updates***

PROGRAMME OUTLINE

MODULES	
Module 1	Introduction to Performance Management
Module 2	Foundation of Performance Management
Module 3	Performance Planning
Module 4	Performance Feedback and Motivation
Module 5	Performance Coaching & Counselling
Module 6	Performance Review & Appraisal

PROGRAMME LEADER

JOELYNNE CHONG

Joelynnne has more than 15 years of experience in leading teams in the areas of improving customer satisfaction, business development, sales and marketing. During her tenure as a Country General Manager in Shanghai, she built a training business from scratch, and doubled the sales revenue every year.

She last held position as an in-house Capability Development Consultant and Head of Training and Development of a China public listed, MNC acquired organisation, and was in the HR team to implement an organisation-wide management transformation. She championed the performance culture; built the roadmap for Leadership Development and staff capability improvement as well as assisted in talent management.

Joelynnne brings to training a well rounded business development, marketing and sales background, with strong business insights from the region especially having worked in China for more than 8 years.

She has conducted numerous workshops in the areas of Performance Management and KPIs, Performance Feedback and Appraisal, Delegation Influencing Skill and Presentation Skill. She has also presented a paper on human capital issue in China at the 23rd European Women's Management Development Conference in 2007.

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To apply for the programme, please email your completed form to askSEED@bilif.com.bn by 10 April 2024.

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
FEE	<input type="checkbox"/> \$ 1,800.00	<input type="checkbox"/> \$ 2,000.00

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

Full Name: IC Number:
Position: Department:
E-mail: Phone:

Full Name: IC Number:
Position: Department:
E-mail: Phone:

Full Name: IC Number:
Position: Department:
E-mail: Phone:

APPROVING OFFICER

Name: Email:
Position: Department:

Please email the invoice to:

Signature and Company's Stamp

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.

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. Since its inception, BILIF has conducted 809 programmes and 83 events for more than 16,600 participants, including a suite of Virtual Instructor-Led Training (VILT) programmes and online events (as of December 2023).

BILIF has forged strategic partnerships with local and international organisations over the past 10 years which have allowed us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators, particularly in the areas of Islamic finance and leadership. Amongst these strategic partners include The London Institute of Banking & Finance (LIBF), United Kingdom; the Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI) and Bahrain Institute of Banking and Finance (BIBF), Bahrain; Islamic Development Bank Institute (IsDBI), Kingdom of Saudi Arabia, Singapore

Management University (SMU), Singapore and INCEIF University, Malaysia. Locally, BILIF has also partnered with two of the top higher education institutions in Brunei Darussalam; Universiti Brunei Darussalam (UBD) and Universiti Sultan Sharif Ali (UNISSA) in our joint efforts to impart invaluable knowledge and skills for students and professionals in not only finance but also other private and government sectors.

Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and the 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 AAOIFI. BILIF has also recently been accepted as a Pearson Vue Authorised Test Centre which can house more than hundreds of examinations such as Certificate in Climate Risk, Certified Internal Auditor® (CIA®) and Certified Associate in Project Management (CAPM), amongst others.

BILIF has received multiple accolades including 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® and "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony. BILIF was also awarded its third "GIFA Excellence Award (Islamic Finance Training & Education) 2022, which has been previously received in 2019 and 2021.

83

Events

809

Programmes
and Examinations

16,600+

Participants

INTERNATIONAL AWARD WINNING INSTITUTE





Discover our upcoming programmes and events

bilif.com.bn

Contact our Sales and Marketing Department
for any enquiries

askSEED@bilif.com.bn

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