Leadership & Management

Management Skills for New Leaders

+673 827 1140 askSEED@bilif.com.bn www.bilif.com.bn bilif.bn bilif

OVERVIEW

This programme is designed for employees who have been newly-promoted to a supervisory or managerial position to improve their people-management skills and, more importantly, be equipped with practical ideas for optimising the most important resource in the organisation - its people. It's also suitable for existing supervisors and managers who have not received any formal training in people-management skills.

Possess a firm foundation in becoming both an efficient and effective manager and a better motivator of subordinates. This will lead to subordinates becoming more inspired, produce higher quality work, and to ensure they stay longer in the organisation. The organisation will then benefit with higher productivity levels, lower turnover and resignation rates, saving time, energy, resource, money in hiring and re-hiring of new staff.

OBJECTIVES

This programme is to equip managers with a clear understanding of the importance of managing people and enhancing leadership effectiveness within the organisation and its impact on others. Whether middle managers, senior managers and C-Suite leaders, such individuals will need to develop their relevant management and leadership skills, knowledge and confidence to enable them to effectively lead their teams to ensure that their results meet the organisation's standards and expectations crucial in today's changing work environment.

LEARNING OUTCOMES

- Understand the current approaches to effective leadership.
- Distinguish differences between leadership and management.
- Analyse strengths and areas for development.
- Be more effective in communicating and leading their teams.
- Manage and support organisational change in times of technology disruption (Industry 4.0).
- Manage team conflicts in a 'win-win' situation.
- Engage in group problem solving and decision making.
- Determine what motivates and what does not motivate team members.

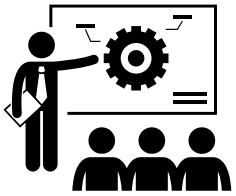
BUSINESS OUTCOMES

- Increase profitablility with process improvements.
- Reduce turnover rate.
- Increase team and personal "happiness" index.

WHO SHOULD ATTEND?

- Newly appointed Managers
- Potential Managers

METHODOLOGY



Face-to-face

Method of Instruction

- Lecturing
- Group Discussion/Brainstorming
- Case Studies
- Self-Analysis/Critique Session
- Role play

PROGRAMME DETAILS

DATE	TIME
Day 1 & 2	8:00 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

Module 1: Managing Self

- Enhance personal credibility using the "3 Greeks".
- Importance of personal branding at the workplace in business partnering.
- Inculcating a healthy self-esteem.
- Adopting a positive mental attitude.
- Maximising one's potential.
- Developing work performance goal/s.

Module 2: Leadership Roles

- A comparative analysis of management and leadership.
- The changing role of the 'Leader' – Leadership with ownership.
- The purpose, functions and roles of a leader.
- What makes an effective leader in stakeholder management?

Module 3: Managing Downwards – Building High Performance Teams

- Applying the DISC personality profile type to identify different team members' styles.
- Customise communication styles to different types of people.
- Understanding Tuckman's model of team dynamics with added steps of adjourning and transforming.
- What are the qualities of a performing team?
- Identifying team members' developmental levels, their current level of competence and commitment.
- Ways to motivate and inspire team members using Herzberg's Two-Factor Hygiene Model – Hygiene and motivating factors.

PROGRAMME OUTLINE

Module 4: Situational Leadership Styles
• What appropriate leadership styles should you adopt using Hersey & Blanchard's situational theory? • Key Principles, roles and responsibilities of different leadership styles. • What actions can you take to lead them currently and to the next level? • Coaching and delegation skills.
Final Review of Learning and Forward Action Plan
• Debrief and application of learning points in the workplace. • Questions and answers. • Moving forward – Personal action plans.

PROGRAMME LEADER

DR CAROLINE JOSEPHINE DAWSON

Dr Caroline Josephine Dawson is Director of Caroline Dawson International, Caroline has more than 10 years of invaluable experience as an Editor of lifestyle and technical publications and 20 years teaching business management, environmental and soft-skills communication.

As a former journalist, Caroline's professional work experience as a Corporate Trainer/Facilitator, Keynote Speaker and Learning & Development Consultant; has required her to market the value of her programs and persuade clients to value and understand the urgency of good communication and management skills in the work force. As an ACTA certified WSQ trainer, She has also worked with the Workforce Development Agency of Singapore to develop training content for the Employability Skills System where she successfully attained industry approved competencies in conducting, planning and designing competency based assessments for communication workshops.

Her many opportunities in working with the public and private sectors around the world has enhanced her training experience. Participants of her training workshops attest to her motivational, instructional and highly experiential training methodology that have helped them in their workplace business management. Caroline has trained operational, supervisory and managerial staff from various organisations.

She holds a Master of Arts in Mass Communication from NTU (Singapore) and a TESOL certification from the London Teacher Training College. Caroline is also an MBTI®, DISC Accredited Administrator, Enneagram and Lumina Spark/Emotion practitioner, as well as a Certified ScrumMaster® and ICAgile Certified Professional in Agile Team Facilitation (ICP-ATF). She applies these tools to help leaders enhance their management and team development skills. Caroline is currently pursuing her Doctorate in Business Administration at the University of Teesside (UK).

MANAGEMENT SKILLS FOR NEW LEADERS

To apply for the programme, please email your completed form to askSEED@bilif.com.bn 30 days before your preferred dates.

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
FEE	☐ $2,000.00	☐ $2,300.00

Please tick your preferred dates: ☐ 4 - 5 February 2026 ☐ 27 - 28 April 2026 ☐ 18 - 19 May 2026

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 BILIF

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 16,900 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.

92
Events

954
Programmes and Examinations

18,900+
Participants

INTERNATIONAL AWARD WINNING INSTITUTE

GIFA GLOBAL ISLAMIC FINANCE AWARDS

GIFA Excellence Award
(Islamic Finance Training & Education)
2019

WINNER

GIFA GLOBAL ISLAMIC FINANCE AWARDS

GIFA Excellence Award
(Islamic Finance Training & Education)
2021

WINNER

GIFA GLOBAL ISLAMIC FINANCE AWARDS

GIFA Excellence Award
(Islamic Finance Training & Education)
2022

WINNER

THE ASIA HRD Awards

Contribution to Organisation Award

WINNER

GLOBAL BANKING & FINANCE AWARDS

Best Islamic Finance Education & Training Brunei 2021

WINNER

INTERNATIONAL FINANCE

Best Emerging Islamic Finance Training Institution - Brunei 2021

WINNER

3G AWARDS

3G Human Resource Development Award 2022

WINNER

3G AWARDS

3G Human Resource Development Award 2024

WINNER

3G AWARDS

3G Championship Award in Education 2024

WINNER

Discover our upcoming programmes and events:

bilif.com.bn

Contact our Client Solutions Department for any enquiries:

askSEED@bilif.com.bn

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