

Basic Leadership Training (Building Essential Skills)

Overview

In this 6-hour program, participants will explore the fundamental competencies required to lead effectively, anchored in Robert Katz's Three-Skill Typology (Technical, Human, and Conceptual). This seminar provides a structured roadmap to bridge skill gaps, transition into manager roles, and adapt leadership behaviors to operational and interpersonal demands. Participants will gain actionable insights and practical tools to guide team development, streamline workflows, and foster constructive communication.

Objectives

The primary objective of this seminar is to equip participants with foundational skills and structured frameworks to lead teams effectively. By the end of the seminar, participants will be able to:

- identify personal leadership archetypes and evaluate individual skill gaps using Katz's Three-Skill Typology.
- utilize operational tools to manage workflows and align daily tasks with organizational goals.
- diagnose employee readiness levels to implement adaptive leadership responses and structured feedback systems.
- apply group development concepts and conflict resolution frameworks to build high-performing teams.

Who Should Participate

- Newly promoted Supervisors and Team Leads
- Managers, Supervisors, and other key leadership positions
- Business Owners
- Anyone interested in developing their leadership skills

Key Topics

I. Leadership Foundation

- a. The Leadership Dilemma
- b. Archetypal Study of Leadership Styles
- c. Introduction to Katz's Typology
- d. Understanding Skill Gaps
- e. Self-Assessment

II. Technical and Administrative Skills

- a. Paradigm Shift in Your Roles and Responsibilities
- b. Developing Operational Leadership Tools for Better Workflow

III. Interpersonal and Human Skills

- a. Task-Based Adaptation of Leadership
 - i. Diagnosing Employee Readiness
 - ii. Creating Impactful Leadership Response
- b. Structured Approach to Feedback Systems

IV. Conceptual and Strategic Skills

- a. Group Development Concept
- b. Cascading Goals
- c. Structured Conflict Resolution

V. Synthesis - Creating A Self-Regulated Action Plan

Reserve now! Call us at:

Tel. (02) 8.727.56.28 / (02) 8.727.88.60

Mobile Numbers: Globe: 0915-205-0133 / Smart: 0908-342-3162

/ Sun: 0933-584-7266

Website: www.businesscoachphil.com

Time

- 9:00 am - 4:00 pm

Venue

- Unit 705-D Atlanta Centre, 31 Annapolis St., Greenhills, San Juan City, Metro Manila

Schedule

- Please check our website, or you may call any of our customer representatives.
- Schedule may change without prior notice. Please call to confirm. BusinessCoach, Inc. is not liable for any expense incurred by seminar registrant resulting from cancellation of any of its events.

Seminar Fee

- Php 4,000.00 per participant (inclusive of snacks, lunch, seminar kit, handouts, certificate of attendance)

Why Choose BusinessCoach Inc. - VALUE!

1. The small number of participants allows proper learning; just like having your own consultant at a bargain price!
2. Exit surveys from our seminar attendees show the average rating of our resource speakers are from very good to excellent!
3. We offer the most diverse seminars and workshops.
4. We make sure that our trainers provide the most significant and useful information.
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Discount

- Php 500.00 Discount if FULL AMOUNT is paid at least five (5) banking days before the event.

Reservation

- Please call to register or use the registration form below. Kindly fill-out and send to us through fax (8.727.8860 or 8.727.5628) or email. You will receive a confirmation within 48 hours.

Mode of Payment

- Deposit/Transfer cash payment to Banco de Oro:

Savings Account Name: BUSINESSCOACH, INC.
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- Kindly email deposit slip or screen capture of payment details (indicate name of participant and seminar title) to confirm reservation.

Register Now! (Limited Slots Available)



Seminar Title _____

Date _____

Name/s of Participant/s _____

Company Name _____

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(You may use a separate sheet for additional registrations)

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