



## LAMP® Series

### Leadership And Management Proficiency

(Best for Supervisors and Leaders with Subordinates)

To cope with the competitive environment, it's crucial to keep polishing the management skills for leaders and managers in order to achieve or exceed the corporate mission and goals. SAW Consulting has come up with a comprehensive LAMP® Series with well selected topics addressing the key needs of this important tier.

#### Executive Presence (ExPres) - 2 Days



- How to build up your personal branding and project a positive and professional image from what you say and do?
- How to see deeper and broader with macro perspective?
- How to think from multi-perspectives and trigger others for holistic views?
- How to think 'END' in mind and enable others for actions?
- How to deliver heart-provoking message to inspire thoughts and motivation of others?

#### Leading & Embracing Change (LEC) - 1 Day



- Why people resist change and how to deal with this resistance?
- What tools can you use to manage and help employee overcome resistance to change?
- What are the strategies of change and how to maximize the likelihood of success?
- How to prepare and communicate change or bad news?
- What tools can you use to monitor the scope of change and make sure that your plans are consistent and are applied at the right level?

#### Facilitating Effective Meetings (FEM) - 1 Day



- How to elicit more ideas by interactive skills and activities?
- How to ensure discussions are on track and in line with purpose?
- How to enhance participation through engagement?
- How to balance different views, and how to get consensus?
- How to generate more ideas and actions by various meeting tools and techniques?
- How to follow up and monitor to ensure results and quality?

## Delegation for Development (D4D) - 1 Day



- How critical is it to master delegation skills and what happens if you don't delegate?
- Is delegation just for time-saving; how to turn it into motivation and succession planning?
- Why are we afraid of delegating and how to overcome barriers to delegation?
- How to balance between 'let go' and 'stay close' or micromanagement?
- What problems can you expect when you delegate a task and how to prevent them by effective preparation?
- How to, through delegation, inspire and empower delegatee for skill advancement and career development?

## Performance Management & Coaching (PMaC) - 2 Days



- How should you sequence and prepare your coaching? What should you talk or do first and finally lead to improve skills and work abilities?
- How to build trust and work relationship through on-the-job coaching?
- How to integrate coaching models and coaching skills for performance improvement?
- How to overcome internal barriers while coaching and how to encourage others by pressing the right buttons?
- How can you use coaching in line with your management responsibilities and HR performance appraisals?

## Teamwork & Motivation (TeAM) - 1-2 Days



- What 5 elements should be addressed to avoid ending up with a dysfunctional team?
- What are the 4 stages of team development and the key team success factors?
- How team leader can unleash team potentials and synergize their talents and strengths?
- How to motivate team members with different needs and personalities?
- How to encourage teams to solve problems collectively?
- What techniques to use to increase bonding, trust and professionalism in teams?



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[deric@sawconsulting.hk](mailto:deric@sawconsulting.hk)

+852-9191-2828

+86-147-1577-8881