

AMERICAN GLOBAL INSTITUTE
FOR PRIVATE TRAINING



External Training Course

The Leadership Triad: Self-Awareness, Coordination, and Communication

From 07 Apr. To 11 Apr. 2025
From 30 Jun. To 04 Jul. 2025
From 04 Aug. To 08 Aug. 2025

**Holiday Inn Golden Mile by IHG Hotel
Hong Kong**

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Course Introduction:

In today's dynamic and complex world, leadership demands more than just authority; it requires a delicate balance of self-awareness, the ability to coordinate effectively with others, and clear communication skills. These three core elements form the foundation of successful leadership, enabling leaders to inspire, guide, and create lasting impact. This The Leadership Triad: Self-Awareness, Coordination, and Communication training course is designed to empower leaders at all levels with the tools and insights needed to master these essential skills. Participants will embark on a transformative journey to enhance their understanding of themselves, improve their collaboration capabilities, and refine their communication techniques. By the end of this course, they will be better equipped to lead with confidence, foster team synergy, and achieve organizational goals.

Course Objectives:

By the end of this training course Leadership Triad: Self-Awareness, Coordination, and Communication, participants will be able to:

- Develop a deep understanding of self-awareness and its role in effective leadership.
- Learn advanced coordination techniques for managing teams and resources.
- Master communication strategies to inspire, influence, and motivate.
- Identify personal leadership strengths and areas for improvement.
- Foster a culture of collaboration and trust within their teams.
- Enhance decision-making by integrating emotional intelligence and active listening.

Training Methodology:

This Leadership Triad training course is designed to provide participants with a comprehensive learning experience by utilizing a variety of proven adult learning techniques. These methods ensure maximum understanding, comprehension, and retention of the material presented. The course incorporates an interactive blend of lecture-led learning, where expert instructors deliver key concepts, and group discussions that encourage participants to share insights, ask questions, and engage in collaborative problem-solving. Additionally, real-world scenarios and practical exercises may be included to help reinforce the concepts and apply them in real-life leadership situations.

Target Audience:

This training course is suitable to a wide range of professionals but will greatly benefit:

- Aspiring and experienced leaders looking to refine their leadership skills.
- Managers responsible for team coordination and performance.
- Professionals seeking to enhance their communication and interpersonal abilities.
- Team leaders aiming to create a collaborative and productive work environment.
- Anyone interested in advancing their leadership potential.

Course Content:

Day One: Foundations of Self-Awareness in Leadership

- Understanding the concept of self-awareness.
- The role of emotional intelligence in leadership.
- Identifying personal values, beliefs, and biases.
- Self-reflection exercises to uncover leadership strengths and weaknesses.
- Strategies for continuous self-improvement.

Day Two: Effective Coordination for High-Performing Teams

- Principles of team dynamics and collaboration.
- Building trust and fostering accountability within teams.
- Resource allocation and time management for optimal outcomes.
- Managing conflicts and aligning team objectives with organizational goals.
- Case studies: Successful coordination in leadership scenarios.

Day Three: Communication as a Leadership Tool

- The art of persuasive and influential communication.
- Active listening: Techniques to understand and empathize.
- Tailoring communication styles to different audiences.
- Giving constructive feedback and handling difficult conversations.
- Communication exercises and role-playing activities.

Day Four: Integrating the Leadership Triad

- How self-awareness enhances coordination and communication.
- Balancing task-oriented and relationship-oriented leadership approaches.
- Developing leadership resilience and adaptability.
- Leadership case studies: Analyzing real-world scenarios.
- Group discussions: Applying the triad to workplace challenges.

Day Five: Crafting Your Leadership Vision and Strategy

- Setting a personal leadership vision and aligning it with organizational goals.
- Building a culture of collaboration and innovation.
- Leadership action planning: Applying the triad principles in practice.
- Final presentations: Sharing insights and future goals.
- Course review and key takeaways.

Program Agenda:

(1st Day) Agenda

8.30	9.00	Opening Remarks (30 Min.).
9.00	11.30	<u>Discussing Course Main Topics:</u> <ul style="list-style-type: none"> • Foundations of Self-Awareness in Leadership. • Effective Coordination for High-Performing Teams. • Communication as a Leadership Tool. • Integrating the Leadership Triad. • Crafting Your Leadership Vision and Strategy.
11.30	12.00	Coffee Break
12.00	14.00	<u>Foundations of Self-Awareness in Leadership:</u> <ul style="list-style-type: none"> • Understanding the concept of self-awareness. • The role of emotional intelligence in leadership. • Identifying personal values, beliefs, and biases. • Self-reflection exercises to uncover leadership strengths and weaknesses. • Strategies for continuous self-improvement.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(2nd Day) Agenda

9.00	11.30	<u>Effective Coordination for High-Performing Teams:</u> <ul style="list-style-type: none"> • Principles of team dynamics and collaboration. • Building trust and fostering accountability within teams. • Resource allocation and time management for optimal outcomes.
11.30	12.00	Coffee Break
12.00	14.00	<u>Effective Coordination for High-Performing Teams:</u> <ul style="list-style-type: none"> • Managing conflicts and aligning team objectives with organizational goals. • Case studies: Successful coordination in leadership scenarios.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(3rd Day) Agenda

9.00	11.30	<u>Communication as a Leadership Tool:</u> <ul style="list-style-type: none"> • The art of persuasive and influential communication. • Active listening: Techniques to understand and empathize. • Tailoring communication styles to different audiences.
11.30	12.00	Coffee Break
12.00	14.00	<u>Communication as a Leadership Tool:</u> <ul style="list-style-type: none"> • Giving constructive feedback and handling difficult conversations. • Communication exercises and role-playing activities.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(4th Day) Agenda

9.00	11.30	<u>Integrating the Leadership Triad:</u> <ul style="list-style-type: none"> • How self-awareness enhances coordination and communication. • Balancing task-oriented and relationship-oriented leadership approaches. • Developing leadership resilience and adaptability.
11.30	12.00	Coffee Break
12.00	14.00	<u>Integrating the Leadership Triad:</u> <ul style="list-style-type: none"> • Leadership case studies: Analyzing real-world scenarios. • Group discussions: Applying the triad to workplace challenges.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(5th Day) Agenda

9.00	11.30	<u>Crafting Your Leadership Vision and Strategy:</u> <ul style="list-style-type: none"> • Setting a personal leadership vision and aligning it with organizational goals. • Building a culture of collaboration and innovation. • Leadership action planning: Applying the triad principles in practice.
11.30	12.00	Coffee Break
12.00	14.00	<u>Crafting Your Leadership Vision and Strategy:</u> <ul style="list-style-type: none"> • Final presentations: Sharing insights and future goals. • Course review and key takeaways.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch