

## Building Positive and Effective Leader

Many believed that when they are the managers, bosses, and department heads etc; they are the leader. And many did not realize that sometimes people who are in the individual contributor roles are actually powerful leaders. A manager may be or may not be a leader and sometimes someone who is not a manager can emerge and become a leader.

Leadership is an action not a position. Leaders don't just react and respond; they also take initiatives and generate actions. A leader doesn't say "Something should be done," but ensures that something is done. An effective leader is a people-person who connects, stay in contact and highly visible to everyone in the team and in the organization.

In order for a business to be effective, managers must learn how to become leaders by developing effective leadership skills. To develop effective leadership skills, one must first understand themselves; their strengths and weaknesses. With this understanding, they would be able to improve their strengths, develop effective leadership skills and eliminate their weaknesses that could prevent them from taking effective actions.

### Objectives of this training:

1. To identify the attributes of positive and effective leaders
2. To identify these attributes from the handwriting
3. To share with participants a tool that can assist them to become a positive and effective leader
4. To assist participants in eliminating negatives habits that stop them from being a positive and effective leader
5. To share information with participants so that they have better understanding about themselves and able to build a better and more successful businesses

No.	Program	Time
<b>Day 1</b>		
1.	Registration	8:30 – 9:00 a.m.
2.	Ice breaker	9:00 – 9:30 a.m.
3.	What is leadership? ➤ Group discussion	9:30 – 10:30 a.m.

No.	Program	Time
	➤ Criteria of a leader	
4.	Tea break	10:30 – 10:45 a.m.
5.	<p>How to recognize whether you have leadership attributes</p> <ul style="list-style-type: none"> <li>➤ Handwriting analysis as a tool to identify the leadership attributes in you</li> <li>➤ What is handwriting analysis?</li> <li>➤ How to use handwriting analysis to identify leadership attributes?</li> </ul>	10:45 – 12:15 p.m.
6.	Discussion : What leadership attributes do you think are necessary to have	12:15 – 1:00 p.m.
7.	Lunch break	1:00 – 2:00 p.m.
8.	Attributes of leaders	2:00 – 2:30 p.m.
9.	<p>How to see these attributes in the handwriting and how to develop these attributes?</p> <ul style="list-style-type: none"> <li>➤ Mental process: Curiosity</li> <li>➤ What you need to do if you do not have curiosity mind</li> </ul>	2:30 – 3:00 p.m.
10.	<ul style="list-style-type: none"> <li>➤ High ambition</li> <li>➤ High self-esteem</li> <li>➤ If you have low ambition and low self-esteem ...</li> </ul>	3:00 – 3:30 p.m.
11.	Tea break	3:30 – 3:45 p.m.
12.	<ul style="list-style-type: none"> <li>➤ Ability to meet unpleasant situation</li> <li>➤ Are you self-conscious?</li> </ul>	3:45 – 4:15 p.m.
13.	Case study 1	4:15 – 4:45 p.m.
14.	End of day one	5:00 p.m.
<b>Day 2</b>		

No.	Program	Time
15.	<ul style="list-style-type: none"> <li>➤ Recap on day one</li> <li>➤ Open minded</li> <li>➤ Are you willing to listen to others?</li> <li>➤ Do you have big imagination?</li> <li>➤ When big imagination brings harm</li> </ul>	9:00 – 10:30 p.m.
16.	Tea break	10:30 – 10:45 p.m.
17.	<ul style="list-style-type: none"> <li>➤ Leaders are willing to work hard to achieve the goals and objectives</li> </ul>	10:45 – 11:15 p.m.
18.	<ul style="list-style-type: none"> <li>➤ Ability to stick to the project</li> <li>➤ Ability to make decision</li> </ul>	11:15 – 11:45 p.m.
19.	<ul style="list-style-type: none"> <li>➤ The importance of emotional responses and intensity</li> <li>➤ Leaders need to be able to sell their ideas</li> </ul>	11:45 – 12:45 p.m.
20.	Lunch	1:00 – 2:00 p.m.
21.	<ul style="list-style-type: none"> <li>➤ Negatives habits that sabotage a good leadership</li> </ul>	2:00 -3:00 p.m.
22.	<ul style="list-style-type: none"> <li>➤ Are you an effective leader?</li> </ul>	3:00 – 3:30 p.m.
23.	Tea break	3:30 – 3:45 p.m.
24.	<ul style="list-style-type: none"> <li>➤ Case study 2</li> </ul>	3:45 – 4:30 p.m.
25.	Questions and answers	4:30 – 4:45 p.m.
26.	End of day 2	5:00 p.m.

**People who should attend this course:**

Managers, Human Resources Managers or personnel, General Managers, Managing Directors, Supervisors, students, lecturers, teachers, head of departments and anyone who wants to become an effective and positive leader

## **ABOUT THE SPEAKER:**

Khadijah Ibrahim is a certified handwriting analyst, author, internet marketer, trainer and NLP practitioner.



She graduated from University of Sheffield, United Kingdom in Chemical Engineering. She started her career as QA chemist followed by Development Chemist.

Later on she was promoted to QA Manager and lastly as Technical Manager in International Paint Malaysia. She had used handwriting analysis as part of the recruitment tools during the interview process to identify the personality of the suitable applicants. She also used handwriting analysis as a tool to improve her subordinates.

Currently Khadijah is a full time trainer and she is also an associate trainer for training companies where she gives lectures on various aspect of handwriting analysis. She developed training programs such as Detecting Dishonesty in Less Than 10 Minutes, Handwriting Analysis For Recruiting New Employees, Basic of Handwriting Analysis for Counsellor, Understanding Yourself Through Your Handwriting, Are You Hiring The Right People, 10 Top Qualities That Employers Want In Their Employees and many more.

Khadijah had written books about basic of handwriting analysis such as “Tulisan Cerminan Personaliti Diri”, Simple Traits In Your Handwriting and 15 Secrets Of Making Money With Positive Personality Revealed that also talked about how to build successful online business and positive personality.

Khadijah also provide handwriting analysis services for individuals who want to understand themselves or people around them better, for companies especially for new employees selection process and assist counsellor to resolve issues they encounter.

Visit our website at:

<http://www.amazingwriting.com>

And blog at:

<http://www.khadijah-ibrahim.com>

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