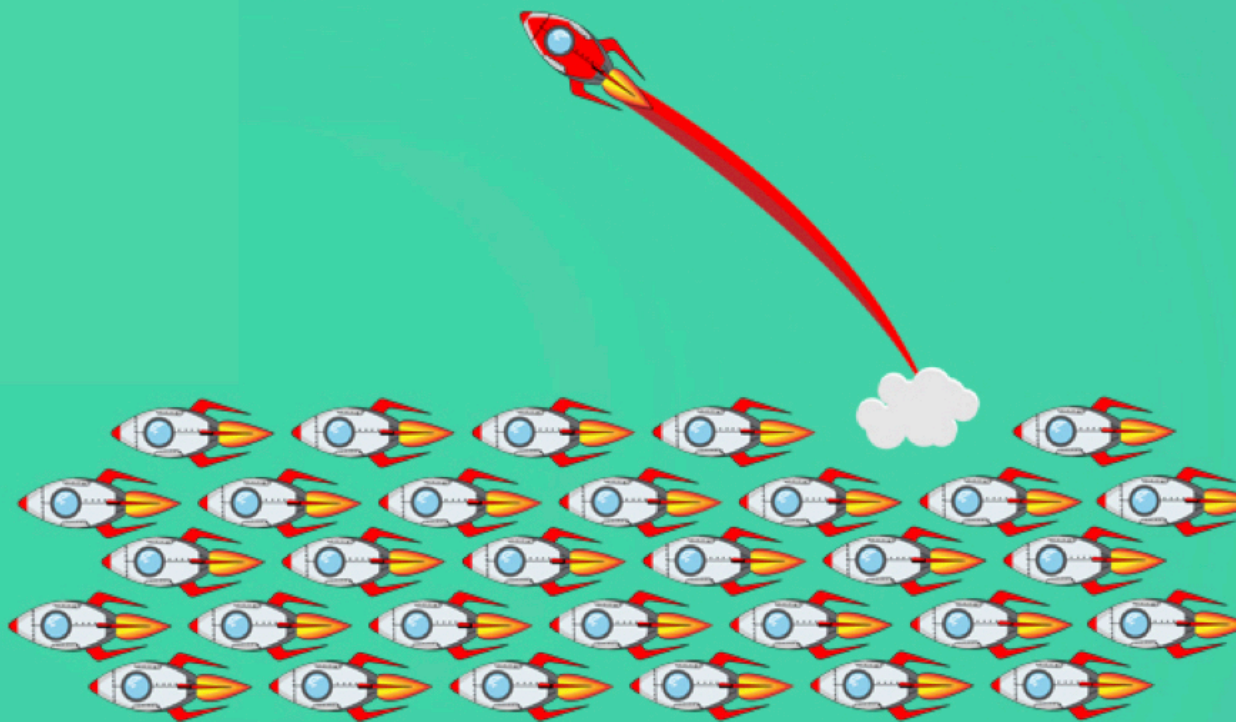


# Team Leadership Toolkit

The Bootcamp for Leaders who Mean Business

Based on SkillsFuture Singapore Skills Framework.

\*Enjoy up to **70% SkillsFuture Funding and Absentee Payroll Funding** now!



## Great leaders inspire greater performance.

Leadership calls for different powers at different times. Leaders must blaze a trail, and inspire the team. Fight fires, or stand in the line of fire. Leaders must point the way to success.

With the right tools, you too can do it all. Master the right mindset, best strategies and sharpest approach at our intensive boot camp. Jumpstart your leadership prowess in just 3 days!

Everyone thinks they are a leader, yet few ask: just how effective am I? Very often, we climb a hill when we can actually scale a mountain. Empower yourself to scale new heights, and then you can empower others. Learn to inspire, lead change and create an impact today!

Get an insider's view of what it takes to be an effective leader in an evolving world. Learn from highly qualified facilitator with insight and passion!

Be ready to challenge your beliefs on effective leadership through simulation, role plays, case studies, team discussions and presentations. Master the core skills of building strong team relationship while boosting higher performance and morale.

Emerge from this high energy course with the essentials of leading high performance teams. See your newfound expertise translates into higher productivity and results once you hit the ground running.

## Learning Outcomes

At the end of the course, you will be able to:

- ▶ Identify roles and responsibilities of a team leader.
- ▶ Adopt positive thinking to lead teams.
- ▶ Share best practices on effective leadership.
- ▶ Drive high team performance.
- ▶ Build cohesive team relationship.
- ▶ Manage diversity and conflict.
- ▶ Develop members through performance

## Topics

Understanding Roles and Responsibilities of a Team Leader

- ▶ Best Practices on Effective Leadership
- ▶ Leading versus Managing

Driving High Team Performance

- ▶ Planning and setting S.M.A.R.T. Goals
- ▶ Executing
- ▶ Adapting and improving continuously
- ▶ Motivating and engaging team members
- ▶ Managing team communications
- ▶ Monitoring and coaching team performance

Developing Capabilities

- ▶ Identifying future skills
- ▶ Conducting effective performance appraisal

Building Cohesive Team Relationship

- ▶ Leading with shared vision and values
- ▶ Profiling individual work styles and behaviours
- ▶ Managing diversity
- ▶ Managing conflict

## Target Participants



Team Leaders and newly appointed leaders who aim to enhance their effectiveness to lead.

### Certificate



Upon successful completion of the course, participants will be awarded with **3 Statements of Attainment** from SkillsFuture Singapore (SSG), namely:

- ▶ People and Performance Management (Level 3)
- ▶ People Development (Level 3)
- ▶ Organisational Relationship Building (Level 3)

## What Our Clients Say...

- ▶ 100% of our participants intend to apply what they have learnt at their workplace.
- ▶ 100% of our participants would recommend the course to their friends and colleagues.

*"In my opinion, Team Leadership Toolkit is one of the best programs available. It has made great impact in the transformational process at DP and we have adopted it as our core leadership development program."*

Francis Lee  
Chairman, DP Architects Pte Ltd

*"This course is awesome! It creatively puts clarity and focus onto what leaders must and must not do in order to create highly effective teams. The training was interactive, engaging and easy to understand. Our key staff who attended the course have grown in their leadership abilities."*

Cheah Sin Hean  
Group Executive Director, Goodrich Global Pte Ltd



## Register Today!

Call (65) 6592 0024 or  
email: [peggy.sitoh@bootstrap.com.sg](mailto:peggy.sitoh@bootstrap.com.sg)

3 days, 8:30am to 7:00pm,  
28.5 hours excluding lunch hour.

Course Venue: 140 Paya Lebar Road,  
#02-07 AZ@Paya Lebar,  
Singapore 409015

21 - 23 Feb 2024	24 - 26 Jul 2024
26 - 28 Mar 2024	28 - 30 Aug 2024
24 - 26 Apr 2024	25 - 27 Sep 2024
29 - 31 May 2024	23 - 25 Oct 2024
26 - 28 Jun 2024	20 - 22 Nov 2024

## Our Facilitator



**Dr Lynda Wee**, is a Specialist in Leadership Development, Strategic Planning, and Retailing. She is a Certified Senior Practising Management Consultant, Workplace Learning Specialist, LEGO® SERIOUS PLAY® methodology Developer and Facilitator, Certified

Everything D.i.S.C. Workplace® Facilitator, Certified IBM Enterprise Design Thinking Practitioner, and Co-Creator.

Prior to founding Bootstrap, she was the Senior Vice President of Learning and Development at CapitaLand Limited where she led the Leadership and People Development Initiative. She held the concurrent post of Founding Principal for CapitaLand Institute of Management

and Business. She spearheaded the Innovation, Creativity and Entrepreneurship (ICE) Initiative to develop and implement radical new business ideas for the group.

She led four SkillsFuture Singapore's innovation projects for innovating learning technologies in various industry sectors. She was bestowed The Innovator Award (2000), The Enterprise Challenge Shield (2003) and the TEC Champion Award (2003) from the Singapore Prime Minister's Office for her innovation in piloting Problem-Based Learning in Tertiary Education.

She serves as an Adjunct Associate Professor at the Nanyang Business School, Nanyang Technological University. She is a Fellow at The Chartered Institute of Marketing, United Kingdom. She served as an independent Director of a public listed firm. She obtained her Doctor of Philosophy (Retailing) from the University of Stirling, United Kingdom.

## Course Fees

Enjoy up to 70% SkillsFuture Funding and Absentee Payroll Funding from SSG now! Company-sponsored Singaporeans and Singapore Permanent Residents with Central Provident Fund contributions are eligible for the following:

Funding Type	Course Fee	SkillsFuture Funding	Nett Fee	Absentee Payroll Funding	Nett Investment for Employer
<b>SkillsFuture Funding (Baseline)</b> For Non-SME sponsored & Self-sponsored Individuals below 40 years old.	\$990.00	\$495.00	\$495.00	\$128.25	\$366.75
<b>SkillsFuture Mid-Career Enhanced Subsidy</b> For Singaporeans 40 years old and above. (Same for SMEs, Non-SMEs & Self-Sponsored Individuals.)	\$990.00	\$693.00	\$297.00	\$128.25	\$168.75
<b>SkillsFuture Enhanced Training Support for SMEs</b> For SME-Sponsored Individuals regardless of age.	\$990.00	\$693.00	\$297.00	\$128.25	\$168.75

## Self-sponsored Individuals

All Singaporeans aged 25 and above can use their SGD 500.00 SkillsFuture Credit to participate in Bootstrap's Team Leadership Toolkit Workshop. For enquiry or registration, please email [peggy.sitoh@bootstrap.com.sg](mailto:peggy.sitoh@bootstrap.com.sg) or call 6592 0024.

Course Fee Funding from SSG is available for self-sponsored individuals. Visit the MySkillsFuture website (<https://www.myskillsfuture.gov.sg>) for more information.