

# Professional Management and Leadership skills

## Training Program

Prepared for: CCI France Myanmar

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# EXECUTIVE SUMMARY

## Why

### Purpose

Myanmar is a growing economy attracting lots of foreign investments. It is easy to give the leadership away to foreigners with better education and leadership experience. However great local leaders are needed in masses in the country's developing economy scene. Foreign investors need cultural guidance and competent local managers to create a sustainable business. Knowing your assets and confidently sharing your knowledge is the first step in your corporate career. Outstanding managers are strategic decision makers. They are more than just a boss. They inspire action, hold a vision for their company and are a real example to other employees. This training is designed for those who want to discover and develop their leadership potential, find their voice and contribute to their company's success. It is also a great experience and a chance for expat leaders to learn from Myanmar people and effectively manage in Myanmar.

## How

### Methodology

This is mainly a classroom-based course similar to MBA studies format. Topics will be covered through case studies that encourage participants to do 90 percent of the talking during the discussions and workshops. The Trainer steers the conversation by making occasional observations, asking questions and summarizing. The conclusions and decisions are made by the participants.

The Trainer will aim to keep the course material interactive and varied. In order to cater to a variety of learners, lectures using video, print visuals, audio, case studies and culminating with group work will be employed along with workshops. Participants will bring into class "real-world" examples from their own mail, work, reading, or meeting discussions. They will solve each a management and leadership case by researching real life success stories and presenting possible findings to the classroom.

Lectures are reduced to the minimum (30% of the time). Participants need to read the given materials before each session, research the topics and prepare assignments at home. The participants need to take an active part in all activities in order to receive the CCI certificate.

Progress requires intense and prolonged practice. Therefore this training is designed as an inspiring laboratory allowing participants to practice leadership and management skills in the classroom, apply what they've learned immediately to their real challenges at work and share the outcomes with the classroom and later with their team.

## What

## Goals

You will learn skills to become a better leader at work. This training serves as the overview and you'll explore what leadership is and the key skills and strategies effective managers use to create successful organizations. You will rehearse the management basics: motivating different personality types, planning, organizing and coordinating and controlling. You will discover how to develop your team and how to lead even in the times of crisis and difficulties. Every day you will have an occasion to practice leading and managing people in the classroom.

## Who should participate

Myanmar all level managers who want to develop their leadership skills, learn about different management styles in the world and improve through practice and observation.

People who consider managerial career and look for a purposeful career path. It will be a great first leadership experience, an occasion to learn from professionals in a safe environment and network.

Foreigners working in Myanmar who want to effectively manage Myanmar employees. You will learn from each other about the cultural leadership expectations and how to use cultural sensitivity to create a safe and cooperative culture.

## Skills

- Planning
- Organising
- Coordinating
- Decision making
- Communication
- Motivating
- Giving feedback
- Flexibility
- Finding solutions

## Training outline\*

### **Week 1 Why do you want to be a Leader?**

**Introduction:** Presentation of the participants and the Trainer

- Objectives
- Expectations
- Contract
- Agenda

**Lecture Trainer:** START WITH WHY - WHY GREAT LEADERS INSPIRE ACTION?

**Workshop:** Become an inspiring leader and find you why

**Case report worksheet**

### **Week 2 How do you manage in a corporation?**

**Lecture Trainer:** CORE SKILLS IN MANAGEMENT & SUPERVISION

**Workshop:** Different methods of problem solving

**Case study discussions in small groups**

### **Week 3 Project management**

**Case study discussions in small groups**

**Lecture Trainer:** DESIGNING ORGANIZATION, STAFF & TEAMS and PERSONNEL POLICIES  
EMPLOYEE PERFORMANCE MANAGEMENT

**Workshop:** Project Management

**Case study discussions in small groups**

### **Week 4 Managing around the world**

**Case study discussions in small groups**

**Lecture Trainer:** STAFFING

**Workshop:** Cross-cultural differences in management

**Final sharing and feedback on the training**

**Final Test**

\* Modules may be reduced, deleted or expanded depending on the group's needs and dynamics.