THE NOBLEMINDS

LEAD TO INSPIRE

2024

LEADERSHIP SERIES

How to Lead and Create More
Leaders at Work

PROGRAM
SERIES

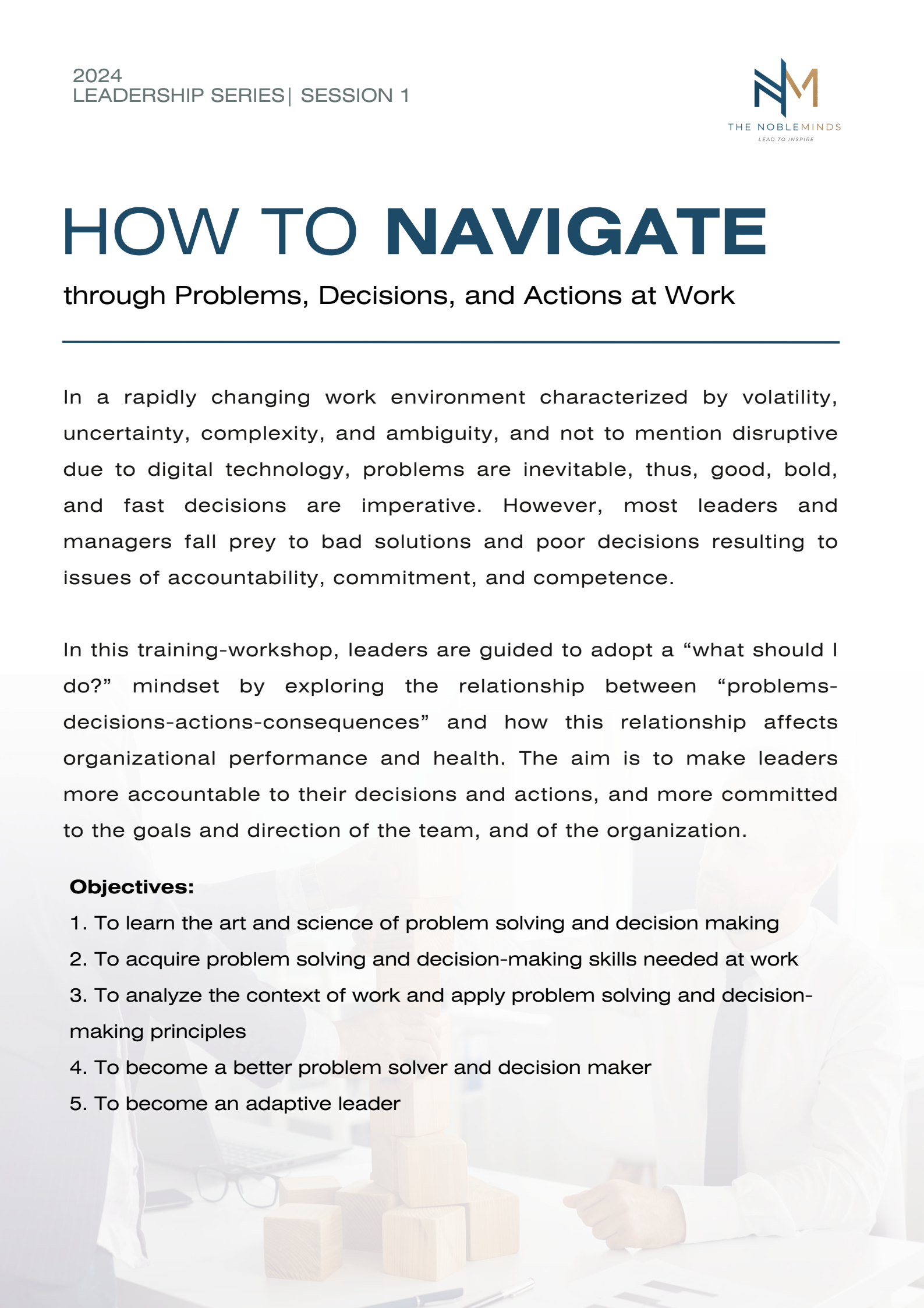|	
Session 1	How to Navigate through Problems, Decisions, and Actions at Work
Session 2	How to Develop Positive Habits for High Performance at Work
Session 3	How to Manage Stress at Work: Happiness, Well-Being, and Work-Life Balance
Session 4	How to Focus and Get Things Done at Work
Session 5	How to Manage People at Work: Motivation, Empowerment, and Leadership
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HOW TO **NAVIGATE**

through Problems, Decisions, and Actions at Work

In a rapidly changing work environment characterized by volatility, uncertainty, complexity, and ambiguity, and not to mention disruptive due to digital technology, problems are inevitable, thus, good, bold, and fast decisions are imperative. However, most leaders and managers fall prey to bad solutions and poor decisions resulting to issues of accountability, commitment, and competence.

In this training-workshop, leaders are guided to adopt a "what should I do?" mindset by exploring the relationship between "problems-decisions-actions-consequences" and how this relationship affects organizational performance and health. The aim is to make leaders more accountable to their decisions and actions, and more committed to the goals and direction of the team, and of the organization.

Objectives:

1. To learn the art and science of problem solving and decision making

2. To acquire problem solving and decision-making skills needed at work

3. To analyze the context of work and apply problem solving and decision-making principles

4. To become a better problem solver and decision maker

5. To become an adaptive leader

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HOW TO **DEVELOP POSITIVE HABITS**

For High Performance at Work

Tiny changes and small decisions in life can have a remarkable result in human potentials. Thus, developing small habits and consciously being aware of your changing behaviors, such as focusing attention and beating procrastination can lead to better and improved performance at work. In addition, positive habits can optimize productivity, maintain positive mindset, and deliver outstanding results.

In this training, participants will be assisted to set individual goals and break them down into achievable tasks. Then, help them prioritize tasks, identify important habits, behaviors, and techniques that will achieve those goals. Finally, they will be guided to define small daily improvements and actionable steps anchored on a system that will lead to achieving better results.

Objectives:

1. To establish clear goals and objectives, and regularly set and review targets to drive high performance.
2. To prioritize and manage tasks effectively to ensure productivity and timely completion of the tasks.
3. To deliver high quality of work, with attention to detail, accuracy, and commitment to excellence.
4. To cultivate a proactive mindset at work by taking initiative to contribute, solve the problem, and improve the process.
5. To practice self-discipline and focus on work, minimize distractions, and maximize concentration to efficiently accomplish the tasks.
6. To learn a system of atomic habits that contributes to personal growth and high performance at work.
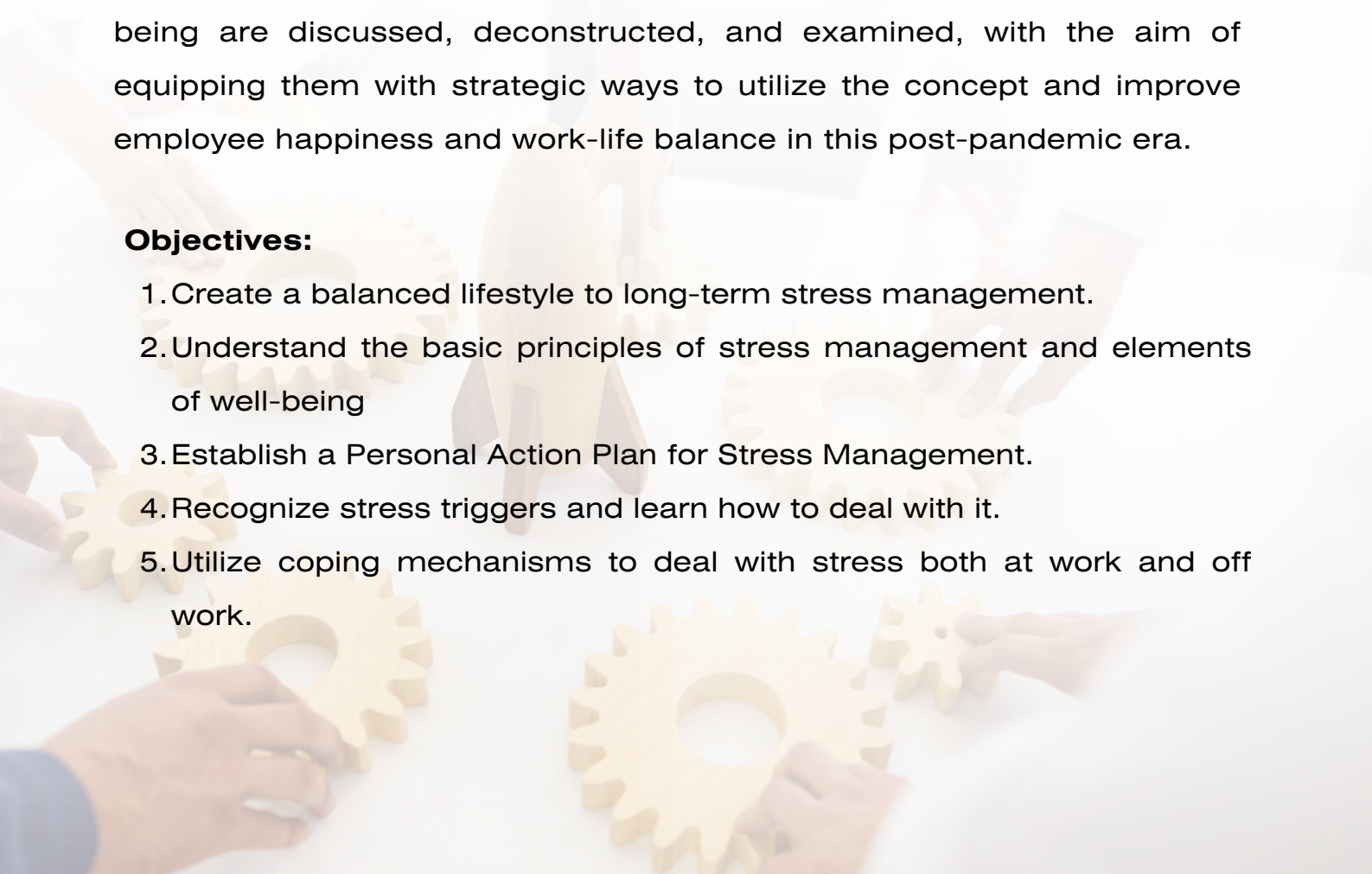
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HOW TO **MANAGE STRESS AT WORK**

Happiness Wellbeing and Work-life Balance

Happy people are high-performing people. For employees to be happy and high performing at work, they must experience it. They must live it. In most cases, however, employee welfare is compromised for targets and profits. Oftentimes, they are viewed as machines, not living and feeling individuals. This triggers the situation and results in over- fatigue, stress, and conflict at work.

In this session, the participants are introduced to the concept of happiness within the ambit of well-being theory. The elements of well-being are discussed, deconstructed, and examined, with the aim of equipping them with strategic ways to utilize the concept and improve employee happiness and work-life balance in this post-pandemic era.

Objectives:

1. Create a balanced lifestyle to long-term stress management.
2. Understand the basic principles of stress management and elements of well-being
3. Establish a Personal Action Plan for Stress Management.
4. Recognize stress triggers and learn how to deal with it.
5. Utilize coping mechanisms to deal with stress both at work and off work.

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HOW TO **FOCUS**
and Get Things Done at Work

In today's fast-paced work environment, there is never enough time to do everything you have to do in your to-do list. Thus, you search for off-the-shelf personal strategies and productivity techniques to guide you in your day-to-day work. Those who can think of innovative ideas, learn, and adapt faster, are those who become efficient in accomplishing their tasks given the limited time available. The question is, "Is there a way to become better at work and do things differently?"

In this training-workshop, the participants are guided to explore strategies and techniques in managing their work effectively. The objective is to learn specific actions for better and faster results with the aim of increasing overall levels of productivity and performance. And in this rapidly changing work environment, the ability to focus and single-mindedly concentrate on the most important task is key to achievement and success.

Objectives:

1. Learn specific actions for faster results at work
2. Increase levels of productivity, performance, and output at work
3. Apply several methods and techniques for high performance and results at work
4. Improve decision-making and prioritization of task at work
5. Develop self-discipline at work by focusing on the most important task

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HOW TO **MANAGE PEOPLE AT WORK**

Motivation, Empowerment, and Leadership

Managing people is one of the most challenging roles that managers/supervisors/leadmen play in any business organizations. The employees, being the most important asset should be provided with an ongoing support and direction to bring their talent forward and meet the needs of the business. Therefore, managers should be able to unlock their people's potentials and bring out the best in them.

This seminar-workshop equips participants with the necessary leadership and management skills in key areas of people management, such as motivation, delegation and empowerment, coaching and communication, and leadership on the line leading towards establishing the context of a successful team.
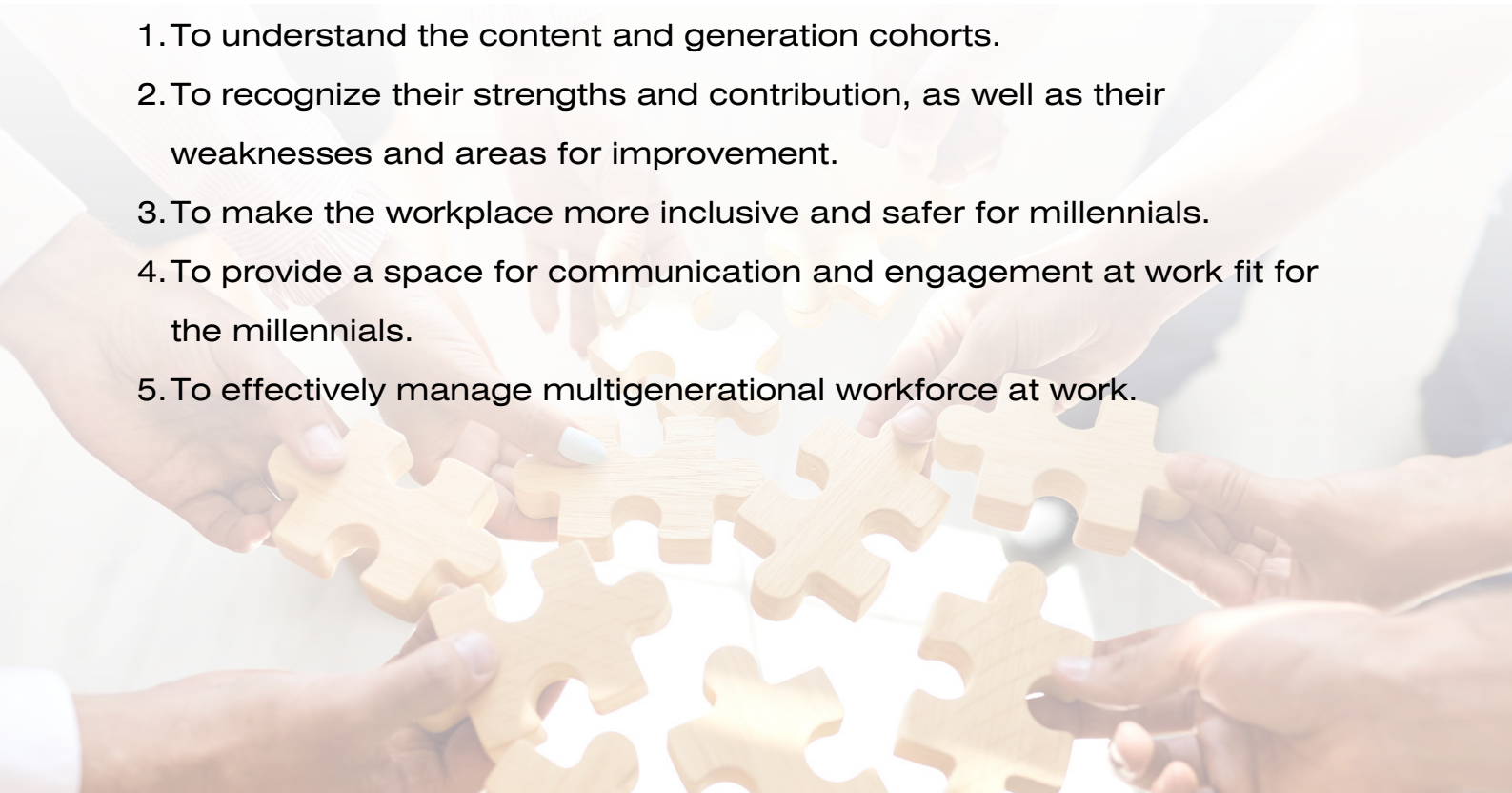
Objectives:

1. To learn new principles and practices on people management in the knowledge economy era.
2. To acquire basic knowledge about motivation and relate its concept to the day-to-day management of people at work.
3. To interpret motivation in the workplace as a tool for high performance and productivity.
4. To demonstrate a deeper understanding of the value of communication in the workplace as a process and a tool for engagement.
5. To assess the self as a leader using strength finder approach and how this self-assessment can lead to better relationship with project hires and key personnel of sub-contractors.
6. To appreciate people engagement as a tool that can build lasting success through team spirit and team development.
7. To develop processes and procedures on people management that works for the organization within the limits of manager/supervisor/leadman in their respective department.

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HOW TO **LEAD MULTIPLE GENERATIONS** AT WORK

Leadership and Generation Cohort

Millennials are passionate and creative; they are constantly excelling at work. However, their cohort is often misunderstood given the generational differences, thus, posing challenges for leaders on how to handle them at work. Yet, this generation is quite easy to manage – they are tech savvy and resourceful, they do not demand trophies or special awards, only validation through compliments and appreciation. More so, they need mentors not bosses; they want balance at work and in life balance; they want meaning and purpose; they want to be relevant to the community and society.
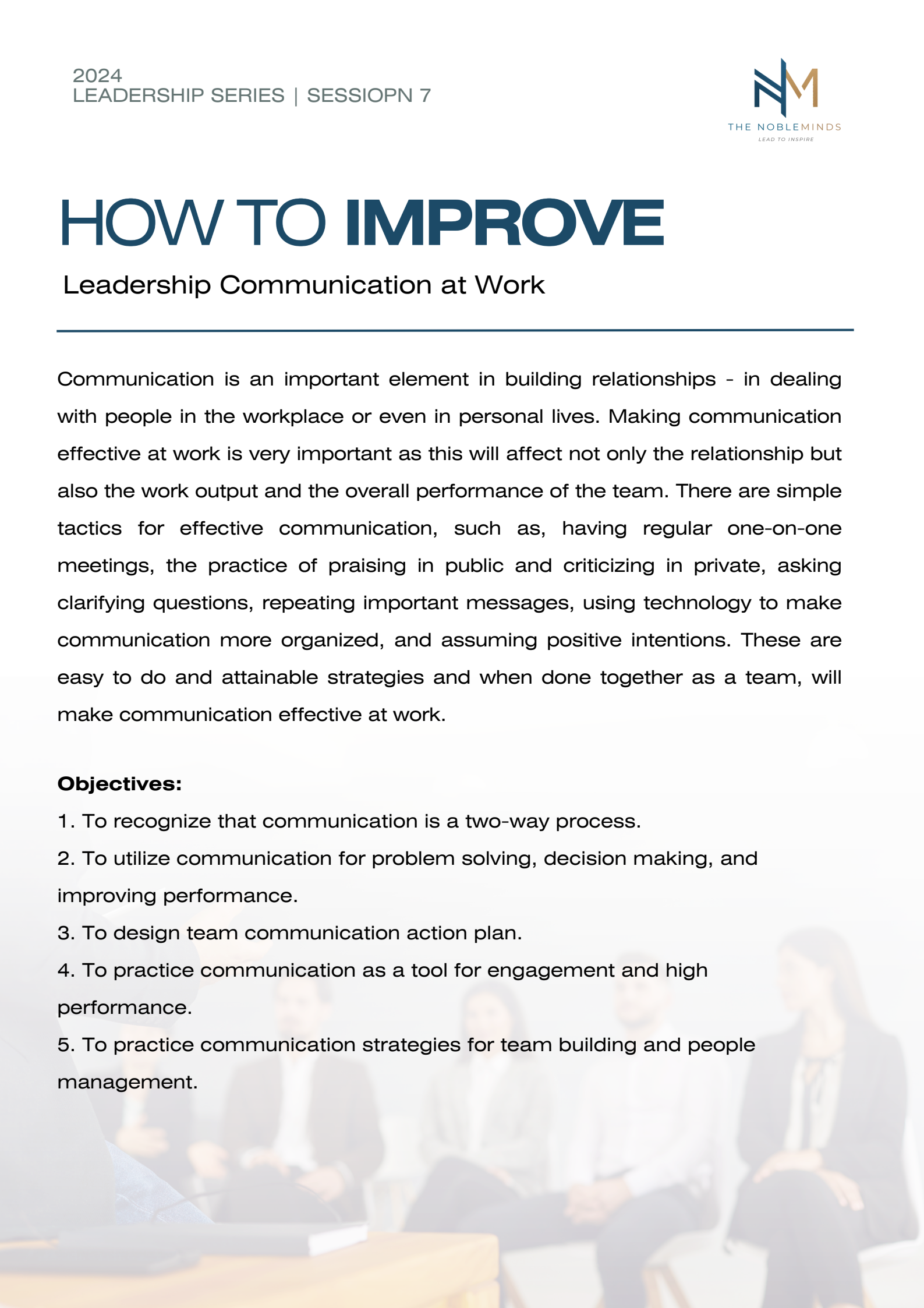
objectives:

1. To understand the content and generation cohorts.
2. To recognize their strengths and contribution, as well as their weaknesses and areas for improvement.
3. To make the workplace more inclusive and safer for millennials.
4. To provide a space for communication and engagement at work fit for the millennials.
5. To effectively manage multigenerational workforce at work.

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HOW TO **IMPROVE**

Leadership Communication at Work

Communication is an important element in building relationships - in dealing with people in the workplace or even in personal lives. Making communication effective at work is very important as this will affect not only the relationship but also the work output and the overall performance of the team. There are simple tactics for effective communication, such as, having regular one-on-one meetings, the practice of praising in public and criticizing in private, asking clarifying questions, repeating important messages, using technology to make communication more organized, and assuming positive intentions. These are easy to do and attainable strategies and when done together as a team, will make communication effective at work.
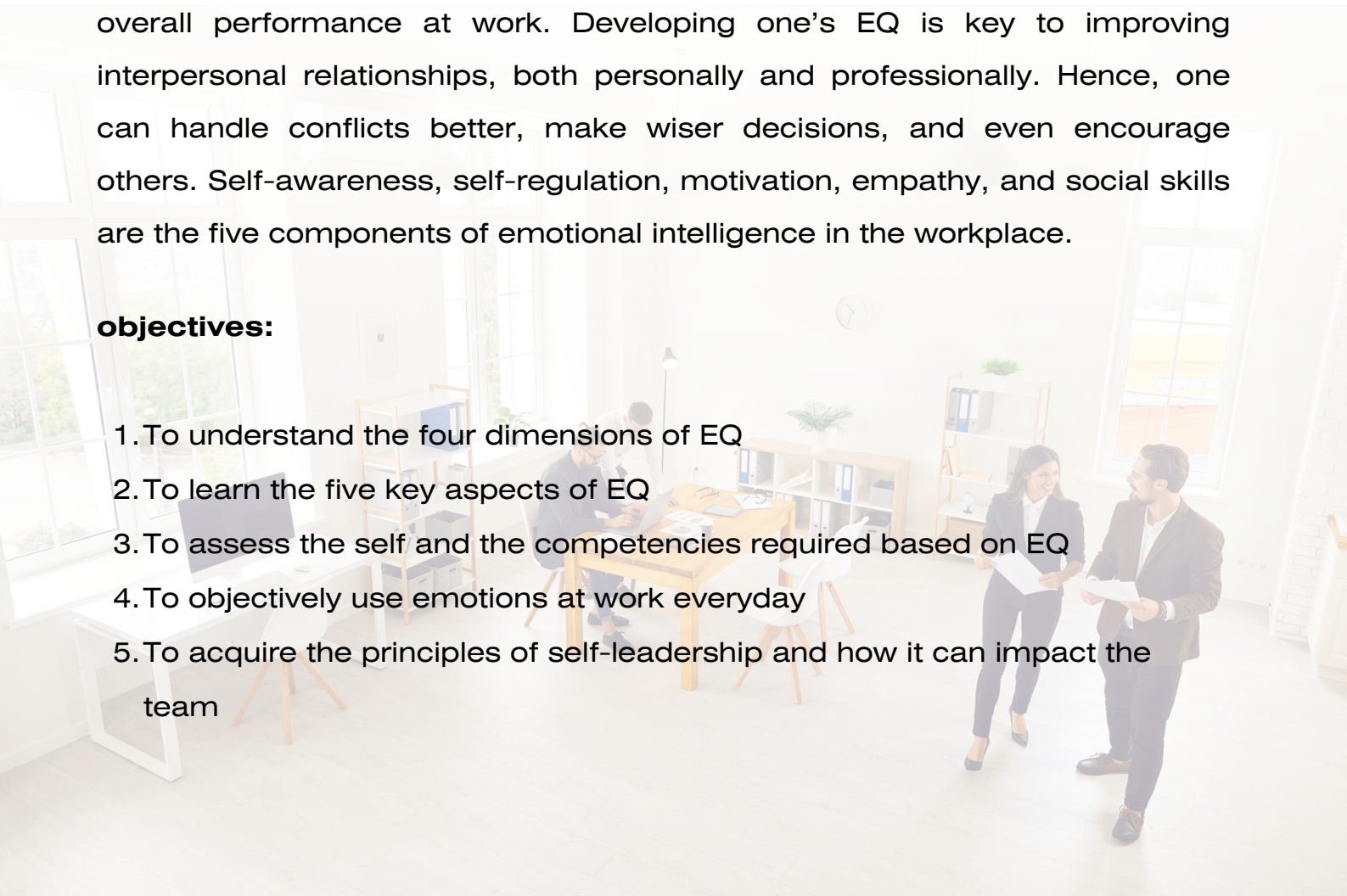
Objectives:

1. To recognize that communication is a two-way process.

2. To utilize communication for problem solving, decision making, and improving performance.

3. To design team communication action plan.

4. To practice communication as a tool for engagement and high performance.

5. To practice communication strategies for team building and people management.

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HOW TO **DEVELOP EMOTIONAL INTELLIGENCE**

for Better Leadership at Work

From the days of early schooling to work setting, a person has always been looked up to if he/she had a high IQ. But as time goes by, more people are starting to realize the importance of EQ or emotional intelligence. EQ is the ability to understand, process, and manage emotions effectively. This is crucial for any person, especially a professional because this affects the overall performance at work. Developing one's EQ is key to improving interpersonal relationships, both personally and professionally. Hence, one can handle conflicts better, make wiser decisions, and even encourage others. Self-awareness, self-regulation, motivation, empathy, and social skills are the five components of emotional intelligence in the workplace.

objectives:

1. To understand the four dimensions of EQ
2. To learn the five key aspects of EQ
3. To assess the self and the competencies required based on EQ
4. To objectively use emotions at work everyday
5. To acquire the principles of self-leadership and how it can impact the team

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HOW TO BECOME AN
ADAPTIVE LEADER

in Today's Workplace

Adaptive capacity is a skill set that leaders should possess in a rapidly changing and complex workplace, today. But how do leaders become adaptive to changes and be able to navigate through the uncertainties of the modern workplace? This situation requires leaders to unthink and unlearn their traditional notion of management and leadership, while invites them to acquire new leadership skills to be more adaptive and responsive to situations.

In this training, participants are guided to identify issues, challenges, and setbacks in their leadership, and implore on the root causes of these problems. Then, they are directed to identify leadership competencies that would make them adaptive leaders within the context of their workplace. Finally, they are assisted on how to cultivate these competencies and how to dispel them in unpredictable and uncertain situations.

Objectives:

1. To practice self-awareness and self-reflection skills and help participants to understand their strengths, weaknesses, etc.
2. To cultivate abilities and skills set of becoming more flexible, openminded, systems thinkers, adaptive to chance, and open to new ideas and other possibilities.
3. To embrace a growth mindset, seeing opportunities in setbacks and challenges, while enabling them to become adaptive in their leadership roles.
4. To encourage continuous learning and self-development to evolve as leaders in a changing environment.
5. To foster innovation and creativity at work as leaders, encouraging them to think more creatively, explore new ideas, and find innovative solutions to the problems at work.

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HOW TO BUILD AN
ENABLING ENVIRONMENT

That Motivate People at Work

Employees bring their best self at work when they feel recognized, seen, and valued. In addition, they feel equally involved and supported when their individuality is considered, and indifferences are respected. Thus, establishing a culture of inclusion, diversity, and empowerment will not only respect individuals, but will also transform the organization in a positive way. Therefore, leaders should establish and cultivate an enabling environment where employees can thrive regardless of their identities, abilities, and uniqueness.

In this training, participants are introduced to key concepts of inclusivity, empowerment, and enabling work environment. They will be equipped with tools, strategies, and techniques needed in fostering a culture of inclusivity and empowerment at work and how their leadership can be an impetus in creating that environment. From inclusivity that fosters a sense of belonging, respect, and appreciation to empowerment where decision-making, autonomy, and professional growth are shared, this training underscores the value of inclusivity and empowerment as cornerstone of an enabling workplace environment.

Objectives:

1. To understand the value and importance of creating an enabling workplace environment that benefits individuals, teams, and the organization.
2. To identify challenges and barriers in establishing an inclusive and empowering work environment and find ways on how to address them.
3. To foster a culture of inclusion (belonging, respect, and appreciation) and empowerment (shared decisions, autonomy, and professional growth) within the organization.
4. To acquire knowledge and skills in managing diversity and conflict, which may arise from cultural, social, and individual differences.
5. To develop strategies and techniques, and accommodation and support system that promote equality, inclusivity, and empowerment.
6. To promote enabling leadership that fosters a sense of belonging and psychological safety where employees thrive and contribute to the organization

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HOW TO BECOME A
STRATEGIC THINKER
and Decision-Maker at Work

The ever-evolving landscape of the workplace today demands for leaders to become more strategic thinkers and better decision makers. This requires leaders to focus not only on the day-to-day operations, but more on the long-term strategic directions of the organization, from aligning individual and organizational goals to judicious allocation of available resources to driving innovation and change. Thus, strategic leaders must develop specific skills set and qualities that would lead to better analysis of situations, anticipation of potential outcomes, and make informed decisions.

In this training, participants are introduced to the key concepts of strategic thinking and decision-making at work. They will be equipped with tools, strategies, and techniques to become better strategic thinkers and decision-makers and prepare them to acquire various leadership skills, such as systems thinking, decision-making, analytical thinking, innovation, creativity, and strategy.

Objectives:

1. To improve leaders' strategic thinking and decision-making skills based on the long-term organizational goals.
2. To increase leaders' innovation and strategy, and critical and analytical thinking skills to enable them to analyze complex situations, identify patterns, and anticipate potential outcomes.
3. To cultivate leaders' resiliency and adaptability in handling uncertainty and complexity at work, as well as in managing internal and external changes that affect the organization.
4. To improve leaders' ability to collaborate and engage in strategic discussions and how shared vision and commitment can achieve organizational goals.
5. To promote leaders' ethical decision-making based on the organization's core values, mission, and vision.

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HOW TO IMPROVE AND UNDERSTAND YOURSELF

as a Leader

According to several studies, emotional intelligence (EQ) is more important than intelligence quotient (IQ). Emotional intelligence, or simply the ability to understand oneself and others, is the "sine-qua-non" of leadership. Part of the five components of EQ is self-awareness – knowledge of one's own thoughts, feelings, strengths, weaknesses, and motivation. Thus, for leaders to become effective, they must have a thorough understanding of themselves, their motivation, and their impact on others. This can be cultivated through constant introspection and self-reflection.

In this training, participants are introduced to the key concepts of Emotional Intelligence (EQ) and will drill down into understanding self-awareness. Then, through several activities, they are guided to assess their emotions, strengths, and weaknesses, etc. and understand how these areas can be improved and developed that will lead to better self-awareness. In addition, they are guided to identify patterns and behaviors that affect their relationship with themselves and others. All these practices lead to better and deeper self-understanding, which enable them to become proactive leaders.

Objectives:

1. To develop participants' understanding of self-awareness and why it is important for effective leadership.
2. To identify and recognize their strengths and weaknesses, their emotions, and decisions, and how they can effectively manage their emotions, thoughts, feelings, etc.
3. To increase introspection and reflection capabilities by acquiring several techniques to assess and evaluate their thoughts, feelings, and behaviors.
4. To gain deeper insights on how their thoughts, feelings, and behaviors can affect their biases, motivation, etc., that can lead to identifying their areas for improvement.
5. To foster authenticity by recognize their uniqueness and individuality, and encourage them to embrace their true, authentic self.
6. To design individual self-help and self-improvement plan, which they can implement at their own pace.

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HOW TO **CREATE**

a Psychologically Safe Workplace Environment

People yearn for belongingness, recognition, and appreciation. In the workplace, this should be evident in the day-to-day practice of leadership. As an influence relationship, leadership must be viewed as an investment – building collaborative relationships, such as teamwork, cooperation, and commitment. Therefore, leaders should be cognizant of how psychological (emotions and feelings) and psychosocial connections can build psychological safety and create an environment that encourages high performance teams.

objectives:

1. To have an objective assessment of their day to day leadership practices at work
2. To rekindle heir commitment for a more purposeful leadership
3. To help them redefine their knowledge for a meaningful leadership
4. To help leaders in creating a supportive workplace environment

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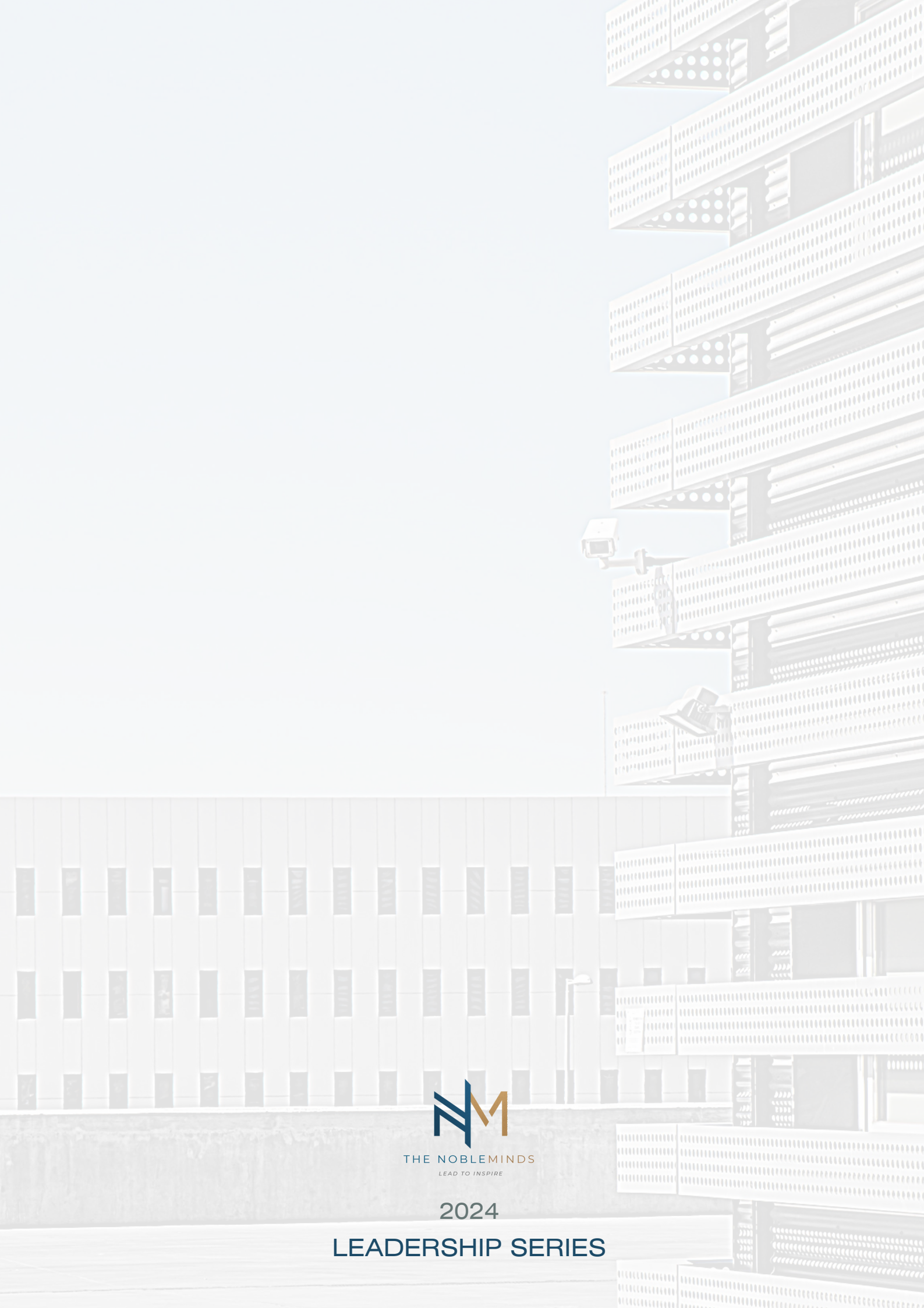*LEAD TO INSPIRE*

HOW TO **NURTURE LEADERS**

through Leadership Development

This training focuses on bridging the gap between organization performance and organizational health to achieve organizational transformation. Specifically, it aims to bring participants into a journey towards self-realization and well-being, rekindling commitment and rediscovering joy and happiness at work to make a positive impact on others. The goal is to bring back the fire among leaders, with renewed commitment for a moretransformative leadership culture.

Objectives:

1. The revisit the core foundation of the self as a leader

2. To renew, rekindle, and redefine meaning and purpose at work, as well as joy and happiness, self-care and well-being

3. To gain new understanding of relationship building and softening boundaries

4. To become catalysts and agents of changes

5. To anchor self-leadership with organizational leadership culture

6. To discover new strategies on how to align, execute, and renew performance and health-related efforts

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LEADERSHIP FOR KIDS

Preparing young leaders by giving ample skills for lifelong journey

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I CAN BE A LEADER

Building Leadership Skills in Kids

In this session, the participants will be equipped with resources and skills related to leadership development. This session aims to raise awareness about the importance of providing young children with access to quality early learning opportunities. At the end of this session, the participants will develop their self-confidence, problem-solving, and pro-social and makes independent decisions and choices.

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I **AM** A LEADER

Building Personality Confidence in Kids

In this session, the participants will be exposed to traits associated with leadership. This session aims to gain valuable self-esteem and confidence by mastering relevant skills as they get the job done. At the end of this session, the participants will be able to emphasize the importance of communication, teamwork, and character.

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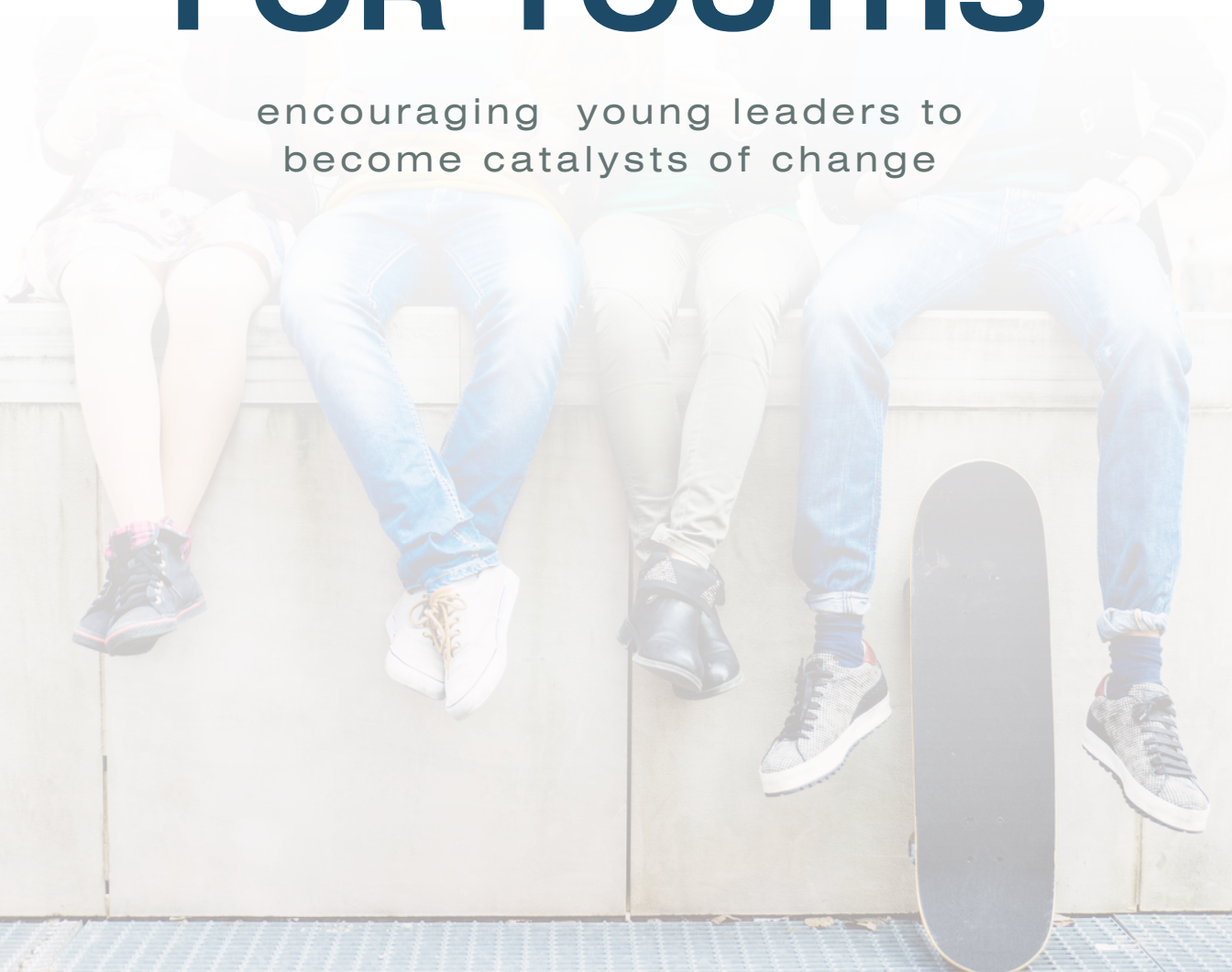
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LEADERSHIP FOR KIDS

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LEADERSHIP FOR YOUTHS

encouraging young leaders to
become catalysts of change

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THE **POWER** TO LEAD

and Inspire Others

We need leaders of the future who can change the world; thus, we need to prepare these young leaders now! Through involvement and collective actions, this generation of student leaders can become catalysts of change in their respective communities. This leadership congress empowers student leaders to become agents of hope, inspiration, and involvement within their respective schools and to the communities where they live, and collectively become a staunch pillar for nation building.
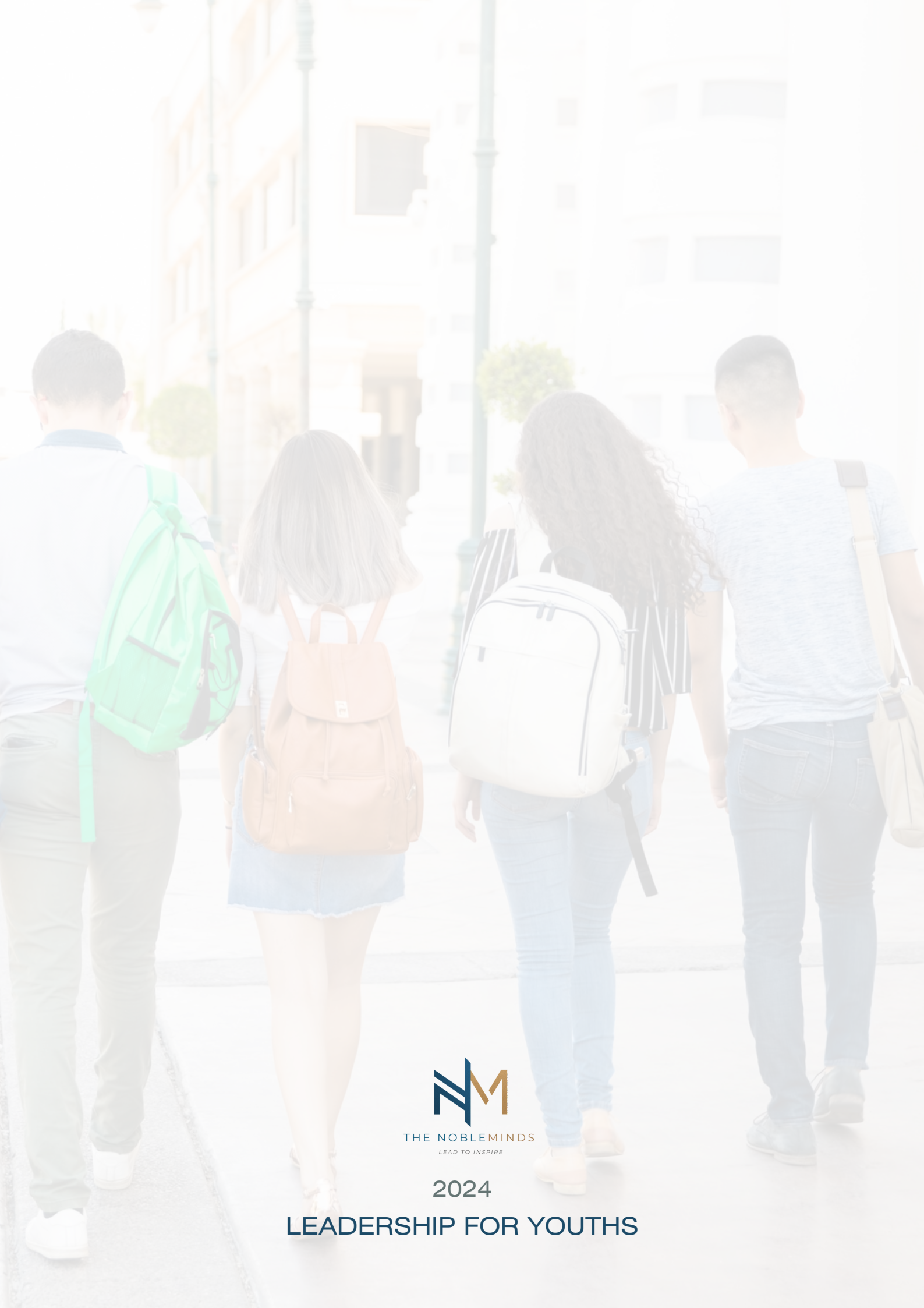
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TIME TO LEAD

Our Future, Our Communities

We need leaders of the future who can change the world; thus, we need to prepare these young leaders now! Through involvement and collective actions, this generation of young leaders can become catalysts of change in their respective communities. This leadership congress empowers young leaders to become agents of hope, inspiration, and involvement within their communities and be more cognizant of the pressing issues besetting their generation and their leadership. The goal is to engage them into becoming one of the staunchest pillars of the nation.

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LEADERSHIP FOR YOUTHS