

# **DIBTA LEADERSHIP COURSES**

## Growing the Learning Organization – Becoming the Learning Leader

Competency: Personal Mastery

A 4 day course designed to implement your company initiatives effectively and improve the senior managerial performance by actively “Leading the Organization” rather than managing based on instructions.

## Managing Self & Personal Development for an Effective Leader

Competency: Personal Mastery

A 4 day course designed to support the implementation of your company initiatives and improvement of the Department/Division performance by effectively initiating, managing and accomplishing personal learning and growth to upkeep with job expectations.

## Effective Communication Skills for a Leader

Competency: Managing Process

A 2 day course Support the implementation of your company initiatives by improving the level of effectively communication in the Department/Division.

## Flawless Execution for an Effective Leader

Competency: Managing Process

A 4 day course to support the implementation of your company initiatives and improvement of the Department/Division performance by effectively enforcing the various policies, procedures, rules, practices as per requirement.

## Inspiring the ‘Heart & Performance’ of the Staff

Competency: Inspiring People & Teaming

A 3 day course designed to align and inspire the staff to positively participate and commit to undertake the required actions to actively support the implementation of your company initiatives in the Department/Division.

## Performance Management

Competency: Inspiring People and Teaming

A 4 day course designed to lead the improvement of the “Department/Division Performance” by effectively managing the performance of both the individual and Team.

### Effective Problem Solving Methodologies for a Leader

#### Competency: Utilizing Resource

A 3 day course designed to support the solving of problems and improvement of quality by introducing and implementing proven “problem solving” methods in the Department/Division.

### Leading Work Improvement Teams

#### Competency : Networking & Partnering

A 4 day course designed to support the implementation of your company initiatives and improvement of the Department/Division performance by creating an environment that will promote the encouragement, formation, development and contribution of Work-teams within and across the various departments.

### Building Cross-organizational Partnering & Alliances

#### Competency: Networking & Partnering

A 3 day course designed to support the implementation of your company initiatives and improvement of the Department/Division performance by developing Partnership & strategic alliances with relevant individuals and organizations.

### Stress, Emotional & Time Management for a Leader

#### Competency: Personal Mastery

A 2 day course designed to support the implementation of your company initiatives and improvement of the Department/Division performance by enhance the emotional, stress and time management capability of the SM at a personal level.

### Workplace Coaching for Effective Leader

#### Competency: Inspiring People & Teaming

A 4 day course designed to support the implementation of your company initiatives and improvement of the Department/Division performance by effectively coaching the individuals and teams.

### Role Modeling Culture & Commitment

#### Competency: Personal Mastery

A 4 day course designed to support effectively the implementation your company initiatives by personally leading the transformation of the “Organization’s Culture” by developing and deploying culture shift action plans.

# DIBTA FOLLOWERSHIP COURSES

## 1) DomiKnow Team Building

This 2 day course is designed to improve the performance of the participating Organization by energizing the “Participating Teams” into an effective “Extra-ordinary Learning Organization (XOLO)”.

At the end of this 2 day course the participants will be able to:

- Define what is a “Learning Organization”
- State the 2 Basic Purpose of a “Learning Organization”
- Identify & develop the 3 prerequisites skills of a Learning Organization Member:
  - i. Enhancing Relationship through Generative Conversation.
  - ii. Continuously Improve Performance by taking Ownership.
  - iii. Learning by After Action Reviews
- Explain the 4 Levels of performance and 4 Types of Performers in an Organization.
- List the Difference between an “Excellent” and Extra Ordinary Performer.
- Describe the 10 criteria of an “Extra-Ordinary Learning Organization”/Team (XOLO)”
- Develop Action plans to become an “XOLO”



## The DoMiKnow Challenge Process

### INSTRUCTION

- Briefing on Objective / Rules of DoMiKnow Challenge
- Teams to create Domino design for the 5 Elements of Team/ Organization- Leader, Staff, Process, Culture & VISION

### BUILD

- Team to build DoMiKnow according to own designs.
- Time allocated is 2 hours.

### TOPPLE

- Connect Team designs to the “VISION” design
- Toppling of DoMiKnow
- After Action Review

## 2) Personal Mastery and Life Long Learning

This course is designed to Support the implementation of the organization's Initiatives and improvement their performance by effectively initiating, managing and accomplishing personal learning and growth to upkeep with job expectations.

At the end of this course, the participants will be able to:

1. Develop a "Personal Balance Scorecard" to manage personal life and growth.
2. State the Job Competency & Learning Expectations.
3. Identify various Learning Strategies to develop self.
4. Develop several "Learning Skills" to facilitate self-learning.
5. Utilize AAR and Double Loop Learning methods to managing continuous reflective learning.
6. Use "Life Long Learning" Journal to structure personal learning & development.

## Action Learning Project/ Application of Learning

At the end of the action learning project, the participant will be able to:

1. Undertake to develop and utilize a "Personal BSC and Life Long Learning Journal" to support Job Growth.
2. Teach the concept of "Personal BSC and Life Long Learning Journal" to 5 other persons.