



London TDM

# Soft Skills and Personal Development Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 26 October 2025 To 30 October 2025

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

In today's dynamic work environment, the ability to lead and influence without formal authority is an essential skill for professionals at all levels. This course provides participants with the tools, strategies, and understanding needed to guide initiatives, sway decisions, and drive outcomes without formal authority. By leveraging influence, communication, and emotional intelligence, participants will learn to build collaborative teams and foster a culture of empowerment and innovation.

## Objectives

- Understand the concepts and importance of leadership and influence without authority.
- Identify key strategies for building trust and credibility.
- Learn techniques for effective communication and negotiation.
- Develop skills for leading diverse and cross-functional teams.
- Create personal action plans to implement learned strategies in the workplace.

## Course Outlines

### Day 1: Understanding Leadership Without Authority

- Introduction to Leadership vs. Management
- The Fundamentals of Leading Without Authority
- Examining Case Studies of Successful Influencers
- Assessing Your Personal Leadership Style
- Building Self-Awareness and Emotional Intelligence

### Day 2: Building Trust and Credibility

- The Role of Trust in Leadership
- Techniques for Establishing Credibility
- Communicating with Authenticity and Integrity
- Relationship-building through Empathy and Active Listening
- Creating a Personal Brand of Influence

### Day 3: Effective Communication and Negotiation

- Mastering the Art of Persuasive Communication
- Strategies for Effective Negotiation and Consensus-Building
- Non-Verbal Communication: Body Language and Tone
- Delivering Feedback and Handling Difficult Conversations
- The Power of Storytelling in Leadership

### Day 4: Leading Diverse and Cross-Functional Teams

- Understanding Team Dynamics and Diversity
- The Benefits and Challenges of Cross-Functional Teams
- Techniques for Engaging and Motivating Teams
- Facilitating Collaboration and Innovation
- Resolving Conflicts and Navigating Group Dynamics

## **Day 5: Personal Action Plans and Sustainable Influence**

- Reviewing Key Learnings and Insights
- Developing a Personal Leadership Action Plan
- Building a Network of Influence and Allies
- Ensuring Long-term Success and Growth
- Wrap-up: Q&A and Course Reflections