



SCHOOL OF EXECUTIVE EDUCATION  
AND LIFELONG LEARNING

# Fundamentals of Leadership

## Leadership Foundation For New Supervisors and Managers

Transitioning to Effective Leadership in the first 90 days

Program Starts in February 2023



# Fundamentals of Leadership

## Leadership Foundation For New Supervisors and Managers

### Transitioning to Effective Leadership in the first 90 days

#### OVERVIEW

Transitioning to Leadership roles is a major milestone and a great responsibility for new supervisors and managers in their management career journey. As leaders, you are no longer just responsible for accomplishing the tasks but are responsible for the people who are doing the tasks. And this shift often brings a mix of emotions: Excitement, Fear, Anticipation, and Insecurity if new supervisors and managers do not have a good onboarding and fundamental training for smooth transitioning to these leadership roles.

High-performing team members are often promoted to leadership roles based on their track record and individual output. Many organizations often assume that their success as individual contributors will ensure their success as a leader. However, people management competencies, coaching and engagement skills, and flexible and adaptable leadership styles required to lead and inspire the team don't always come naturally. Hence, new leaders must learn, develop, practice, and adopt essential leadership qualities and skills over time.

Developing a good leadership onboarding allows a good shift of individual contributors to transition into leadership roles effectively, which will be good eventually for the people they lead, and the business or function they manage. New supervisors and leaders need to develop confidence in their leadership qualities, strengths, and abilities to be effective in their people management roles. In particular, the first 90 days are crucial for new leaders to earn trust and buy-in from the team and inspire them to pursue organizational goals and drive operational excellence.

#### PROGRAM OBJECTIVES

At the end of the Program, participants will:

- Establish self-mastery in terms of personal strengths, communication preferences, leadership styles, grit, and emotional intelligence baseline;
- Gain knowledge and understanding of various leadership concepts and frameworks necessary to transition to their leadership roles effectively;
- Practice fundamental people management skills of coaching, situational leadership, and providing feedback

#### WHAT YOU WILL LEARN

- Transition to Leadership
- Leadership vs. Management
- Power and Influence
- Emotional Intelligence for Leaders
- Situational Styles of Leadership
- Coaching for Leaders
- Leading and Managing Change
- Leadership Communication
- Leadership Branding

#### PROGRAM SCHEDULE

##### Live Online

February 22, 24, 27, March 1, 3, 6, 8, 10, 14, 15, 2023

8:30 AM to 12:00 PM

##### Face to Face On-Campus

March 17, 2023

8:30 AM to 5:00 PM

(GMT+08) on all dates

#### PROGRAM FEE

PHP 60,990.00 or USD 1,220.00\*

\*The prevailing exchange rate at the date of payment may apply

#### YOUR PROGRAM FACULTY



Albert G. Mateo Jr  
Clinical Professor and Head, School of Executive Education and Lifelong Learning  
Asian Institute of Management

To find out how you can participate, contact us at [SEELL@aim.edu](mailto:SEELL@aim.edu) or visit <https://go.aim.edu/seellinquiries>

Download our latest program calendar at <https://go.aim.edu/seellprogramcalendar>



FOR INQUIRIES:

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## KEY BENEFITS

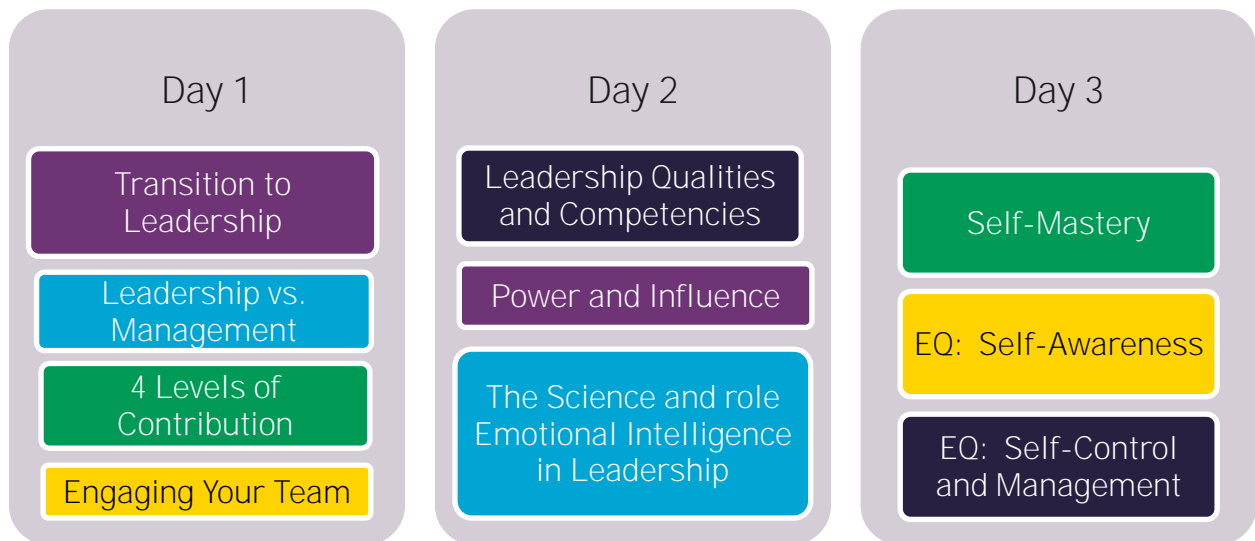
- New supervisors and managers will gain personal insight into their leadership style and its impact on the people they are managing;
- Develop a leadership transition plan for the first 90 days in their new role.
- Develop a nurturing and more constructive use of leadership position, allowing for more effective behavior and results as a leader.
- Organizations will benefit from having new supervisors and managers effectively in their roles to drive business strategies and results.
- Members of the organization will be more engaged, motivated, and committed to the organization's goals
- Become an inspirational and transformational leader and change agent, facilitating an increase in positive results from organizational priorities and initiatives.

## WHO SHOULD ATTEND

The program is recommended for new line supervisors and managers, experienced line managers who want to be more effective in their leadership roles, and entrepreneurs who want to build the people management capability of their line managers.

# Learning Content

The 12 half-day program will cover the following topics:



### Day 4

EQ: Social Awareness

EQ: Empathy

EQ: Managing Social Relationships

### Day 5

Styles of Leadership

Leadership Style Self-Assessment

Situational Leadership Model

### Day 6

Directing Leadership Style

Coaching and Supporting Leadership Style

Delegating Leadership Style

### Day 7

Performance Management

Seeking Feedback

Providing Feedback

### Day 8

The Coaching Manager

Coaching vs. Mentoring

Coaching Demo

GROW Coaching Model

### Day 9

Coaching Skills

Coachable Moments

Coaching Practice and Role Plays

### Day 10

Leading and Managing Change

Change Model

Change in Simulation

### Day 11

Leadership Communication

Communication Styles

Effective Written and Verbal Communication

### Day 12

The Leader's First 90 Days

First 90 Days Leadership Plan

Personal Leadership Brand



## Your Program Faculty



Alberto G. Mateo, Jr.  
Clinical Professor  
Head, School of Executive Education and Lifelong Learning  
Asian Institute of Management

Alberto G. Mateo, Jr. is a seasoned business leader, educator, and certified coach. He earned his coaching certification from the NeuroLeadership Institute and is currently a practicing executive coach. Professor Mateo brings with him thirty-four years of progressive experience in the fields of general management, finance, human resources, and management education with multinational sales organizations and academic institutions. He is currently the Head of the School of Executive Education and Lifelong Learning at the Asian Institute of Management. Before joining AIM, he was the President and Managing Director of HP Inc. and Pfizer, Inc. in the Philippines.



Maria Angelica B. Lleander  
Adjunct Faculty  
Asian Institute of Management

Ma. Angelica B. Lleander (Marian) is a leadership and team coach with an Associate Certified Coach credential from the International Coach Federation (ICF). She obtained her coaching training and certification from the Hudson Institute of Coaching (Santa Barbara, California) in 2012. She has been in the field of human resources development for more than 30 years, heading the country Human Resources functions of global companies such as Pfizer. She has a Master of Arts in Psychology degree from the Catholic University of America, a Master in Business Administration degree and a Bachelor of Science degree in Psychology from the University of the Philippines.



Czarina Teresa B. Teves  
Adjunct Faculty  
Asian Institute of Management

Coach Ina Teves is an OD consultant, executive and team coach, and facilitator. Over the last 28 years, she has led consulting teams in the public and private sectors to help organizations identify, develop, and align organizational strategy, culture, leadership, and teams. She is a resource person on leading change, leading teams, systems thinking, coaching, assertive communication, and EQ. She is a certified Marshall Goldsmith Stakeholder Centered Coach, a Certified Action Learning Coach (World Institute for Action Learning), and a Certified Jungian Coach. On other days she is a long-distance runner, paracord bracelet weaver, and ICF Philippines Board Member.





Maria Eulalia M. Herrera  
Adjunct Faculty  
Asian Institute of Management

Maria Eulalia M. Herrera is an Adjunct Faculty at the Institute. She holds a Master of Arts in Learning Disabilities at the Northwestern University, USA. She also has a Bachelor of Arts in Behavioral Science at the De La Salle University Philippines. Her expertise lies in Human Resource Management. She was previously the Human Resources Manager at San Miguel Corporation and was formerly the Senior Vice President for Human Resources in Citigroup.



Ramon Carlos C. Castro  
Adjunct Faculty  
Asian Institute of Management

Mondo Castro has 27 years of experience in Media, Training, Corporate Management, Human Resources and Organizational Development. He was also the Global Director of Training for a Canadian company called Sales for Life and now has the same function for another Canadian company called TeamRevenue.

He trains people all over the world from companies like Microsoft, Thermo Fisher, Thomson Reuters, SOLIDWORKS, Refinitiv, UserZoom, TrackTik, Hu-Friedy, Cantel Celestica, and Intel France. He was adjudged 2017's "Highest Rated Speaker" for in-House training and "Second Highest Rated Speaker" for public workshops & seminars by Salt & Light Ventures.

He has Masters in Business Administration degrees from the Ateneo Graduate School of Business & the Regis University in Colorado.





## Earning a SEELL Post-Graduate Certificate and Diploma

SEELL offers Post-Graduate Stackable Certificate Courses in various areas of concentration and discipline, which build an individual's qualifications and distinguish their professional value. It enables professionals to develop their proficiency in diverse areas of concentration in a personalized and more manageable manner.

By successfully completing SEELL's programs, credentials can be earned over time, stacked towards earning a Post-Graduate Certificate in an area of their choice, and ultimately, a Post-Graduate Diploma in Management. This leads to more career opportunities, advancement, and potentially high-paying jobs.

### EARNING CREDENTIALS

Successfully completing the program earns participants Two (2) units which can be credited to the Post-Graduate Certificate in Leadership and Management.

Participants will also earn one (1) units which can be credited to the Post-Graduate Diploma in Management.

\*The Post-Graduate Certificates require five (5) units earned within two (2) years.

\*The Post-Graduate Diploma in Management requires a total of twenty (20) units earned within three (3) years.

### ELIGIBLE PROGRAMS

For guidance on other eligible programs for Post-Graduate Certificates and designing your learning journey with SEELL, please email us at [SEELL@aim.edu](mailto:SEELL@aim.edu) or visit our website at <https://executiveeducation.aim.edu>



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