



SCHOOL OF EXECUTIVE EDUCATION  
AND LIFELONG LEARNING

# Postgraduate Certificate in Leadership and Management

Inspiring Transformative Leadership: Driving Organization Performance  
through Enhanced Leadership and People Management Capabilities



EXECUTIVE  
EDUCATION  
2024 RANKING

## Program Overview

Companies need strong leaders who can guide their teams through business challenges and transformational changes. But being a good leader is not just about having technical knowledge; it is also about understanding and inspiring people, managing emotions, creating a positive work culture environment, and a strong cadence of accountability. As the business landscape continues to evolve, leaders must be adaptable and possess a diverse skill set that allows them to lead in alignment with the overall business goals. The ability to connect with employees on a personal level, build trust, and foster collaboration is crucial for long-term success.

The Postgraduate Certificate in Leadership and Management addresses the need for strong leaders by providing a comprehensive and transformative learning experience. This program goes beyond the conventional focus on technical skills and delves into the core competencies that define exceptional leaders. By cultivating a deep understanding of self and others, participants will learn to leverage their strengths, manage their emotions, and build strong, collaborative relationships.



At the heart of this program lies a focus on essential leadership and management principles, including planning, organizing, controlling, and excellence in execution. Participants will explore the intricacies of transitioning into leadership roles, developing a personal leadership brand, and mastering the art of storytelling to inspire and influence others. The program also emphasizes the importance of emotional intelligence, coaching, and effective communication in building high-performing teams and fostering a positive work environment. Additionally, participants will gain insights into human capital management, talent acquisition, performance management, and total rewards. This lets them understand how to attract, develop, and retain top talent.

Upon completing this program, participants will emerge as well-rounded leaders equipped with the skills and knowledge to meet the challenges of the modern workplace with confidence and poise. They will be adept at fostering a positive and productive work environment, building high-performing teams, and driving organizational success through effective leadership and management.

## Program Objectives

### Learn Foundational Management Principles

Understand the different principles and processes involved in planning, organizing, leading, and controlling functions in managing a team.

### Strengthen Leadership Capabilities

Develop management skills important for leaders to transition well to their management and leadership roles and strengthen leadership and decision-making capabilities.

### Understand People Management

Gain the knowledge necessary to effectively manage team members through the employee life cycle, from talent acquisition and development to performance management and succession planning.

### Acquire Coaching Skills

Empower and develop team members through effective coaching techniques and create a safe environment for constructive feedback to allow for continuous growth and improvement.

### Develop Emotional Intelligence

Discover one's current emotional intelligence level and understand how to develop it further to become a better leader, manager, and individual.



## What Will You Learn

Leadership Transitions	Leadership Styles
People Management	Fundamentals of Management
Change Management	Communication and Storytelling
Personal Branding and Executive Presence	Talent Acquisition and Development
Coaching Skills	Emotional Intelligence

## Learning Content

<b>DAY 1</b> Planning and Strategy Formulation	<b>DAY 2</b> Organizing and Structures	<b>DAY 3</b> Controlling Functions and Key Performance Indicators
<b>DAY 4</b> Excellence in Execution	<b>DAY 5</b> Transition to Leadership and Management	<b>DAY 6</b> Fundamentals of Leadership
<b>DAY 7</b> Situation Styles of Leadership	<b>DAY 8</b> Human Capital Management and Talent Acquisition	<b>DAY 9</b> Performance Management

## Learning Content

<b>DAY 10</b> Total Rewards	<b>DAY 11</b> Talent Development and Succession Planning	<b>DAY 12</b> Managing Workforce Discipline
<b>DAY 13</b> Emotional Intelligence for Leaders	<b>DAY 14</b> Strengths and GRIT	<b>DAY 15</b> The Authentic Leader
<b>DAY 16</b> The Coaching Leader/Manager	<b>DAY 17</b> Coaching Principles and Mindsets & Role and Importance of Emotional Intelligence in Coaching	<b>DAY 18</b> Coaching Skills for Leaders
<b>DAY 19</b> GROW Model: Background, Process, Applications and Variations	<b>DAY 20</b> Coaching Practice: Fishbowl Exercise and Coaching Culture	<b>DAY 21</b> Change Management and Simulation Game
<b>DAY 22</b> Executive Presence	<b>DAY 23</b> Leadership Influence through Storytelling	<b>DAY 24</b> Personal Leadership Branding
	<b>DAY 25</b> First 90 Days Leadership Action Planning	

## Key Benefits

### Enhanced Leadership Effectiveness

Gain the skills and confidence to lead diverse teams, inspire others by setting a compelling vision, and drive organizational success by fostering a culture of innovation and collaboration.

### Stronger Coaching and Mentoring Abilities

Empower and develop team members through effective coaching and mentoring techniques that allow for professional development and enhanced overall team performance.

### Greater Understanding of People Management

Learn how to attract, retain, and motivate top talent with proven HR strategies, manage performance effectively through continuous feedback, and create an agile high-performing team.

## Who Should Attend

This program targets a diverse group of professionals: new and experienced line managers, millennial leaders, HR professionals, entrepreneurs, first-line leaders, and individual contributors aiming to step into management. It will also benefit leaders who need to strengthen their team and organizational management skills, and managers at any level committed to improving their leadership capabilities.



## Program Director

### Ma. Angelica B. Leander

Adjunct Faculty  
Asian Institute of Management

Ma. Angelica B. Leander (Marian) is a leadership and team coach with a Professional 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. As an ICF-credentialed coach, she specializes in leadership and team coaching, focusing on high-potential talents and helping organizations become preferred employers. Marian has been in human resources development for over 30 years, heading the Country Human Resources functions of global companies such as Pfizer and Mundipharma. She has a Master of Arts degree in Psychology from the Catholic University of America, Master of Business Administration degree, and Bachelor of Science in Psychology degree from the University of the Philippines.

## Program Details

### Delivery Format

Hybrid (23 half days, 1 full day)

### Program Schedule

October 11, 14, 16, 18, 21, 23, 25, 29, 30, 2024

November 4, 6, 8, 11, 13, 15, 18, 20, 22, 25, 27, 29, 2024

December 2, 4, 2024 (1:30 PM-5:00 PM) Live Online via Zoom

December 6, 2024 (8:30 AM-5:00 PM) Face-to-Face On-campus

### Program Fee

PHP85,990.00





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