



SCHOOL OF EXECUTIVE EDUCATION
AND LIFELONG LEARNING

FT EXECUTIVE
EDUCATION
2025 RANKING

Fundamentals of Leadership

Develop the confidence of a new manager



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PROGRAM 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



FOR INQUIRIES:

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PROGRAM FEE

₱25,000 or approximately USD 450*

**Final USD amount may vary based on the exchange rate at the time of payment.*

Interested in early bird or group discounts?

We'd be happy to discuss flexible payment terms with you—just let us know!

WHAT WILL YOU 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

LEARNING CONTENT

Day 1

Transition to Leadership

Leadership vs. Management

4 Levels of Contribution

Engaging Your Team

Day 2

Leadership Qualities and Competencies

Power and Influence

The Science and role
Emotional Intelligence in
Leadership

Day 3

Self-Mastery

EQ: Self-Awareness

EQ: Self-Control and
Management



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Day 4

EQ: Social Awareness

EQ: Empathy

EQ: Managing Social Relationships

Day 5

Styles of Leadership

Leadership Style SelfAssessment

Situational Leadership Model

Day 6

Directing Leadership Style

Coaching and Supporting Leadership Style

Delegating Leadership Style

Day 7

Performance Management

Seeking Feedback

Seeking 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 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



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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.



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YOUR PROGRAM FACULTY



Alberto G. Mateo, Jr.

School Head
School of Executive Education
and Lifelong Learning
Asian Institute of Management

Professor 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.



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

EARNING CREDENTIALS

Successfully completing the program earns participants **one (1) unit** which can be credited to the following:

- Postgraduate Certificate in Legal Innovation and Management

**Postgraduate Certificates require five (5) units earned within two (2) years.*

- Participants will also earn **one (1) unit** which can be credited to the Postgraduate Diploma in Management.

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

ELIGIBLE PROGRAMS

For guidance on other eligible programs for Postgraduate Certificates and on designing your learning journey with SEELL, please email us at SEELL@aim.edu or visit our website at <https://aim.edu/executive-education/>



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