



ITD VIETNAM

January 2023 edition

A special issue from ITD World Vietnam



TABLE OF CONTENT

Happy New Year!	03
New Year, New Me!	04
Start the New Year Strong by Taking Action Now!	10
From Self to Others	14
Gratitude	17
Phillip's Case Story	20
Ultimate Result tool	22
Upcoming workshops & webinars	23
Explore ITD's books	25
About ITD World	26





2023

H A P P Y N E W Y E A R

*A hearty congratulation
from ITD team*



NEW YEAR, NEW ME!

14 RESOLUTIONS FOR A SUCCESSFUL 2023

Now that 2022 is already over, it's time to reflect on how things have been for the last 12 months, which goals you have/ have not achieved, and what's next for you and the organization. While we don't know what awaits you at the end of 2023 yet, there's no doubt that great leadership will contribute significantly to your chance of success this year.

Here, we have compiled 14 resolutions to help you become a successful leader in the New Year!

Leadership Resolutions for Leading Self

1. Learn to have positive self-talk

It's easy to be self-critical, especially when you're having a bad day or leading in uncertainty. But doing so can hinder your chances of success by dragging you down and creating negative vibes in the workplace. Instead, practice positive self-talk by focusing on what you can do instead of dwelling on what you can't – this will help you stay motivated and give your best every day.

As a leader, you have the power to influence your team's attitudes and behaviors. Use this to your advantage, and practice positive self-talk yourself before asking others to do so too.

2. Set realistic goals

Setting unrealistic goals for yourself can create unnecessary pressure and stress, which may affect your performance negatively in the long run. As a leader, it is crucial that you maintain focus on what you can do instead of setting impossible expectations – after all, nothing good ever comes from being overly ambitious!

When planning out your objectives for the year ahead, always be sure to set achievable targets that help propel you forward rather than hold you back. By doing so, you will maintain motivation and keep striving toward success throughout 2023!

NEW YEAR, NEW ME!

14 RESOLUTIONS FOR A SUCCESSFUL 2023

3. *Always be present and engaged*

No matter how busy you may be, it's important to always be present and engaged in meetings, discussions, and other workplace interactions. Not only will this help you develop your leadership skills, but it will also promote a positive company culture that encourages team collaboration and growth.

For leaders looking to enhance their overall performance this year, try setting an alarm on your phone or computer as a reminder to avoid being distracted when attending meetings or interacting with coworkers. Doing so will enable you to fully focus on the task at hand and bring out your best work!

4. *Prioritize self-care*

As a leader of an organization, it can feel tempting to devote all of your time and energy to achieving success for the company. However, it's important to remember that your well-being matters too!

To prevent burnout and ensure success in 2023, make self-care a priority by doing things like taking regular breaks, engaging in physical activities, and ensuring you get enough sleep every day. Remember – when you're feeling your best, you can also bring your best work to the table.



NEW YEAR, NEW ME!

14 RESOLUTIONS FOR A SUCCESSFUL 2023

5. *Set clear communication standards*

As a leader, it's easy for others to view you as an authority figure who has all the answers and solutions. But they may not know how difficult it can be when there are problems to deal with and decisions to make. To successfully lead your team this year, set clear communication standards by:

- Respond promptly to emails, messages, and calls.
- Listening actively during meetings instead of just waiting for your turn to speak.
- Speaking up when you have something relevant to contribute – this will show that you value your team's opinions as well!



6. *Reframe failure as feedback and growth opportunity*

Failure is an inevitable part of life and work, but it can still be difficult to accept at times. As a leader though, learning how to reframe failure as feedback and a growth opportunity can help you stay on track toward success and create a positive company culture for everyone involved.

Whether it's resolving an issue with one of your team members or dealing with unexpected setbacks in the organization, learn from your mistakes and make the necessary changes to ensure a positive outcome next time around. By doing so, you will help your team members grow as well – and isn't that what leadership is all about?



NEW YEAR, NEW ME!

14 RESOLUTIONS FOR A SUCCESSFUL 2023

7. Be confident in your abilities

When you feel confident in your abilities, it's easier for others to follow your lead and trust in your decisions too. As such, be sure to practice confidence on a daily basis by focusing on what you do well, accepting compliments graciously, and remembering that failure doesn't define who you are as an individual or leader.

Leadership Resolutions for Leading Others

8. Pay attention to your leadership style

As a leader, it's important to recognize the different needs and personalities of your team to effectively lead them. By doing so, you will be able to develop a more well-rounded leadership style that works for everyone involved.

For example, if you have an introverted or shy team member, try dedicating one-on-one time with them regularly to build trust and collaboration. This can not only help boost individual performance but also encourage a positive work environment as well.

9. Set clear goals and objectives

When it comes to leading others, it's crucial to set clear goals and objectives that challenge your team members while encouraging them as well. After all, nobody likes feeling overwhelmed – especially by their own boss!

To create a motivating yet realistic environment for your team, set goals based on measurable actions and timelines that can be easily tracked. You may even consider setting short-term and long-term goals to ensure continuous progress toward success – just don't forget to celebrate when you reach those milestones too!



NEW YEAR, NEW ME!

14 RESOLUTIONS FOR A SUCCESSFUL 2023

10. Encourage independence and ownership

To lead others successfully, it's important to trust in their abilities. This means encouraging independence among your team members so they feel empowered to take charge of certain projects or tasks when necessary. And while being a leader isn't always easy, remember that it's also not all about you – so don't be afraid to delegate work accordingly!

11. Promote open communication and feedback

One of the most effective ways to lead your team is by promoting open communication and feedback regularly. This can help ensure everyone's voices are heard as well as identify potential issues before they become problematic in the long run.

To encourage this type of communication, consider holding regular team meetings or one-on-one sessions with your employees so you can address concerns and provide feedback accordingly. You may also find it helpful to set clear expectations

for your team members from the start so that they know what's expected of them – both individually and as a whole.

12. Offer support and guidance when needed

As a leader, it's important to understand that not everyone works in the same way. As such, be sure to offer support and guidance when needed to help your team members reach their full potential.

For example, if you notice that one of your employees is struggling with a particular assignment or project, consider offering additional resources or other helpful tips that can be applied to future work as well. By doing so, you will not only boost individual productivity but also develop an environment where everyone feels supported in their efforts.



NEW YEAR, NEW ME!

14 RESOLUTIONS FOR A SUCCESSFUL 2023

13. Provide regular feedback and recognition

As a leader, it's important to recognize the successes of both yourself and others regularly. This not only helps boost morale within your team but also encourages everyone involved to continue working hard towards common goals – whether small or large!

To promote this type of feedback, consider providing regular performance reviews or other forms of recognition to help boost motivation and productivity. You may also want to consider setting clear goals for your team that can be tracked over time, as this can encourage everyone involved to work hard towards their shared objectives.



14. Foster a positive team environment

No matter what type of leader you are, one thing is certain: A positive team environment is crucial for success. After all, nobody likes working in an unpleasant or negative space – especially if it's being led by someone they report to!

To foster a more positive work environment within your team, try encouraging collaboration and teamwork whenever possible. This not only helps build trust among your employees but can also help reduce stress and increase overall performance levels too.



Success in a leadership position requires time, effort, and dedication. But by following the tips outlined in this article, you can encourage independence, promote communication, and foster a positive work environment all at once. And with these resolutions in place, you will be sure to lead your team to success in no time!

START THE NEW YEAR STRONG BY TAKING ACTION NOW!

**“EAT A LIVE FROG FIRST THING IN THE MORNING
AND NOTHING WORSE WILL HAPPEN TO YOU THE REST OF THE DAY”
— MARK TWAIN**

The key to happiness, satisfaction, great success, and a wonderful feeling of personal power and effectiveness is for you to develop the habit of eating your frog first thing every day when you start work.

Fortunately, this is a learnable skill that you can acquire through repetition. And when you develop the habit of completing your most important task before anything else, your success is assured.

18 WAYS TO ACHIEVING HIGH PERFORMANCE

Here is a summary of eighteen great ways to stop procrastinating and get more things done faster. Review these rules and principles regularly until they become firmly ingrained in your thinking and actions, and your future will be guaranteed!

01

Set the table

Decide exactly what you want. Clarity is essential. Write out your goals and objectives before you begin.

02

Plan every day in advance

Think on paper. Every minute you spend on effective planning can save you five to ten minutes in execution.

03

Apply the 80/20 Rule to everything

Twenty percent of your activity will account for 80 percent of your results. Always concentrate your efforts on that top 20 percent first.

START THE NEW YEAR STRONG BY TAKING ACTION NOW!

04

Consider the consequences

Your most important tasks and priorities are those that can have the most serious consequences, positive or negative, on your life or work. Focus on these above all else.

05

Practice creative procrastination

Since you can't do everything, you must learn to deliberately put off those tasks that are of low value so that you have enough time to do the few things that really count.

06

Use the ABCDE Method continually

Before you begin work on a list of tasks, take a few moments to organize them by value and priority so you can be sure of working on your most important activities. (A: must do, B: should do, C: nice to do, D: delegate, E: eliminate)

07

Follow the Law of Three

Identify the three things you do in your work that account for 90 percent of your contribution, and focus on getting them done before anything else. You will then have more time for your family and personal life.

08

Prepare thoroughly before you begin

Have everything you need at hand before you start. Assemble all the papers, information, tools, work materials, and numbers you might require so that you can get started and keep going.

09

Take it one oil barrel at a time

You can accomplish the biggest and most complicated job if you just complete it one step at a time continuously.

10

Upgrade your key skills

The more knowledgeable and skilled you become at your key tasks, the faster you start them and the sooner you get them done.

START THE NEW YEAR STRONG BY TAKING ACTION NOW!

11

Leverage your special talents

Determine exactly what it is that you are very good at doing, or could be very good at, and throw your whole heart into doing those specific things very, very well.

12

Identify your key constraints

Determine the bottlenecks or choke points, internal or external that set the speed at which you achieve your most important goals, and focus on alleviating them.

13

Develop a sense of urgency

Make a habit of moving fast on your key tasks. Become known as a person who does things quickly and well. Imagine that you have to leave town for a month, and work as if you had to get all your major tasks completed before you left.

14

Maximize your personal power

Identify your periods of highest mental and physical energy each day, and structure your most important and demanding tasks around these times. Get lots of rest so you can perform at your best.

15

Motivate yourself into action

Be your own cheerleader. Look for the good in every situation. Focus on the solution rather than the problem. Always be optimistic and constructive.

16

Get out of the technological time sinks

Use technology to improve the quality of your communications, but do not allow yourself to become a slave to it. Learn to occasionally turn things off and leave them off.

17

Create large chunks of time

Organize your days around large blocks of time where you can concentrate for extended periods on your most important tasks.


START THE NEW YEAR STRONG BY TAKING ACTION NOW!

18

Single-handle every task

Set clear priorities, start immediately on your most important task, and then work on it continuously until the job is 100 percent complete. The power of focus is your real key to high performance and maximum personal productivity.

Make a decision to practice these principles every day until they become second nature to you. With these habits of personal management as a permanent part of your personality, your future success will be unlimited.



Just do it!
Eat that frog!

(Credit: Brian Tracy & Dr. Peter Chee)

FROM SELF TO OTHERS

NURTURE A COHESIVE TEAM FOR OPTIMAL PERFORMANCE

High performance at the strategic level is key for your organization to enjoy sustained results, growth and development. Leaders should ensure deliverables are accomplished with excellence for the organization to thrive.

Effective leaders create a conducive environment for good collaboration to prosper, and the result is high performance across groups and functions. You gain a competitive advantage by nurturing a “team-first attitude” so people can perform at a higher level.

Working with others who share similar values to achieve common objectives results in higher motivation to perform for excellent outcomes. The positive energies generated from close cooperation cascade to various teams to drive members forward for better performance.

01

Acknowledge and appreciate team members for their efforts

One of the best ways to nurture your team is to recognize them for their hard work and dedication. Take the time to acknowledge accomplishments when they occur and offer positive feedback regularly. This shows that you value your team's contributions and that you appreciate their efforts.

02

Share responsibility for team success

Every member of a high-performing team must be willing to pitch in and contribute their fair share of work. When one person tries to take sole credit for success or fails to do his or her part, it can drain morale and hinder results. Show your teammates that you are committed to contributing your time and effort, regardless of who gets the credit for exceptional outcomes.

FROM SELF TO OTHERS

NURTURE A COHESIVE TEAM FOR OPTIMAL PERFORMANCE

03

Offer opportunities for professional development and growth

To continue working at a high level, team members must be constantly learning and developing their skills. This is why it's important to offer opportunities for professional growth, such as training programs, conferences, and seminars. Your team will feel motivated and energized when they are given the opportunity to expand their knowledge and abilities.

04

Encourage collaboration and communication

A great way to nurture your team is to encourage them to work together and communicate openly with one another. Regular group meetings or brainstorming sessions can help your teammates share ideas and learn from each other's experiences. Working together in this way can build trust, strengthen relationships, and increase productivity in the workplace.

05

Facilitate meaningful conversations

In addition to encouraging collaboration, you can also nurture your team by facilitating meaningful conversations about their work. This means creating a safe space for employees to express their thoughts and feelings without fear of judgment or criticism. It's important to let your teammates know that you are always open to discussing any aspect of their jobs or personal lives in a relaxed, non-threatening environment.

FROM SELF TO OTHERS

NURTURE A COHESIVE TEAM FOR OPTIMAL PERFORMANCE

06

Create an environment of trust and respect

One of the most important things you can do to nurture your team is to create an environment of trust and respect. This means fostering a positive workplace culture where people feel comfortable sharing their ideas and opinions and communicating openly with each other. By showing your teammates that they are valued and appreciated, you can help them achieve great results together.

07

Set clear expectations and goals for the team

To achieve optimal performance, it's important to set clear expectations and goals for your team. This means clearly communicating roles and responsibilities, as well as any deadlines or benchmarks that must be met. When everyone knows what is expected of them, they will be more productive and efficient in their work.

Building a high-performing team takes time and effort, but the results are worth it when you see your teammates achieving amazing results together. By following these tips, you can nurture and develop your team members so that they can reach their full potential.

**“NOT FINANCE. NOT STRATEGY. NOT TECHNOLOGY.
IT IS TEAMWORK THAT REMAINS THE ULTIMATE COMPETITIVE ADVANTAGE,
BOTH BECAUSE IT IS SO POWERFUL AND SO RARE.”
- PATRICK LENCIONI, AUTHOR OF THE FIVE DYSFUNCTIONS OF A TEAM**



GRATITUDE

THE MOTHER OF ALL VIRTUES

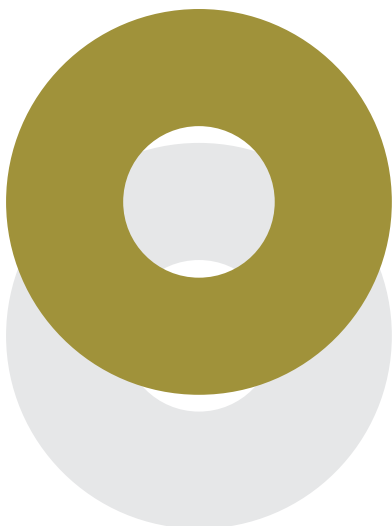
The feeling of gratitude is a very potent positive emotion. But what are we grateful for? Most of us will be grateful for the big things, like a good job, a happy family, a nice house, and a luxury car. These are some obvious examples of things that we are commonly grateful for and rightly so.

However, when was the last time we were grateful for the small things? For example, are we grateful for fresh air, sunlight, and the people who plant the trees by the roadside so we can enjoy the shade on a sunny day? Are we thankful to the security officers for checking our bags and bodies to ensure the safety of everyone? When the lift is being fixed, are we grateful for the opportunity to climb the stairs for a good exercise to strengthen our hearts? Are we grateful when we are faced with a roadblock or unexpected setbacks, so we can develop empathy and compassion towards those who face similar situations?

GRATITUDE

THE MOTHER OF ALL VIRTUES

Being open and mindful of the small details in life only helps us in gaining a greater appreciation for the bigger blessings which come our way. Being grateful for small things only magnifies our feeling of thankfulness when a bigger win happens. We want to be grateful for the people who have helped us along our work and life journeys. When we do so, people would want to support us even more. Think of those people we have helped but nary any appreciation was given; now, think of those people we helped and were so sincerely grateful. Which group of people would we prefer to support in the future?



This is a good illustration of how being grateful and having a heart full of gratitude multiplies the good we can do for each other. In other words, goodness increases with gratefulness. This is proven in the highly credible Mankato study, among many others, which shows that people who practice gratitude, enjoy better health, and greater achievements and yes, do live longer and happier lives.

The key here is to go to bed and wake up every day with gratitude. Go through your day looking for little things to be grateful for and notice how your life changes as you marvel at the better things that come your way. Embrace your mother of all healthy virtues. Embrace Gratitude.

GRATITUDE

THE MOTHER OF ALL VIRTUES

“BE GRATEFUL FOR LITTLE THINGS EVERY DAY
AND NOTICE HOW YOUR LIFE CHANGES
AS YOU MARVEL AT BIGGER THINGS THAT COME YOUR WAY”

- DR. MARSHALL GOLDSMITH AND DR. PETER CHEE



PHILLIP'S CASE STORY

Phillip was a high-ranked executive in a logistics company just one reporting line away from the Chief Information Officer (CIO) post in his organization. Unfortunately, he has a reputation for being hard to work with and is seen as aloof and distant.

When a department made a call to fill vacancies, Phillip was shocked to find many under him made the switch. Not making things better shortly after when he was overlooked for the chief-level post when the incumbent retired.

Sensing something amiss, he reached out to his peers. He was told he was a competent executive. However, his lack of gratitude for his contributions and recommendations from his peers or direct reports hurt his reputation.

Realizing he had to change or be changed, he sought the help of his mentor to chart a path toward being a more grateful person. Acting upon the advice, he carried a small heart-shaped stone in his pocket as a reminder of what he was grateful for every day. Phillip also started to write

the things he felt thankful for daily in his gratitude journal and how he would express that to others each day.

His token and notes gradually made him more aware of the valuable support he got from his colleagues, friends, and family. He began to thank and demonstrate appreciation to those who added value to his day. Phillip felt more joyful in each present moment as he continued to focus on appreciating the people around him and began to find gratitude in even small things like a glass of mineral water.

Soon, his image as a distant person became a distant memory and people wanted to be on his team again as they felt appreciated for their efforts. Perception of him changed as he began to express his gratitude to others. As Phillip persisted with his new lifelong habit, his life eventually turned around for the better. His mastery of both people and result orientation earned him high respect from all key stakeholders and led Phillip to become a role model CIO of the company.

PHILLIP'S CASE STORY

TRANSFORMATIONAL COACHING QUESTIONS

- *What benefits would you gain from being grateful?*
- *What can you do to be more grateful for the little things every day?*
- *What and who are you very grateful for?*
- *How would you best express your gratitude to others?*
- *What would you do to practice more gratitude and self-compassion each day?*



ULTIMATE RESULT TOOL

[Download](#) this Gratitude Journal to begin your journey towards being more grateful in life!

Gratitude Journal

This is an example of how to use the tool to create awareness of being thankful in your life. Write down three things you are thankful for and how you expressed this to others. The second page is left blank for you to fill in and make copies.

A. Gratitude Journal

Name: Matt Ng

Date: Feb 1 – Feb 7, 2018

MONDAY	<i>I thanked the lady who held the lift door open for me.</i>
	<i>I am thankful for the lunch my wife packed. She packed my favorite, a tuna sandwich and a tub of yogurt. I brought her a rose to show how grateful I am to have a loving wife</i>
	<i>Someone made a fresh pot of coffee after it ran out, thanks to those who took the initiative and did so.</i>
TUESDAY	<i>Awesome, traffic is clear this morning. I arrived at the office half an hour earlier. Used the time to clear my emails.</i>
	<i>Wrote a thank-you note to the cleaner lady who cleans the office. She was happy to receive it.</i>
	<i>Managed to submit the proposal to set up a coaching system before the deadline.</i>
WEDNESDAY	<i>Met my mentor this morning. I thanked him for his guidance and wisdom which assisted me professionally and personally and brought us breakfast.</i>
	<i>Acknowledge Rupert, an executive who reports to me, in a meeting after he gave an idea to improve the workflow process in the department.</i>
	<i>Brought ice cream for my children as I am thankful for their presence in my life.</i>
THURSDAY	<i>Had a fruitful meeting with my direct reports. We managed to resolve several productivity issues and brought them lunch afterward.</i>
	<i>I slipped on the pavement while walking to the nearby café for lunch, thankfully I was not hurt, only a bruised ego.</i>
	<i>My eldest daughter got an "A" for her science project and she thanked me for helping her.</i>

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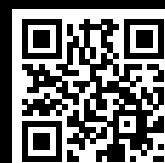
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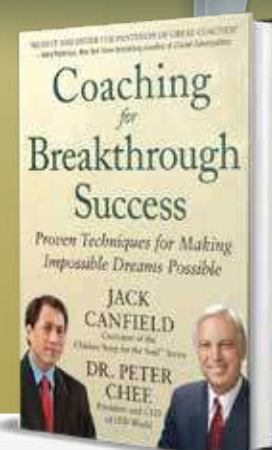
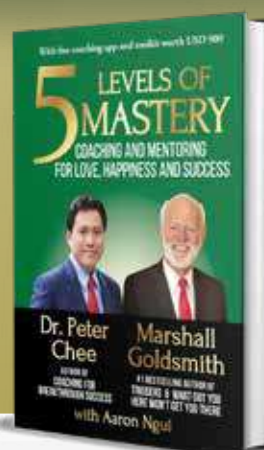
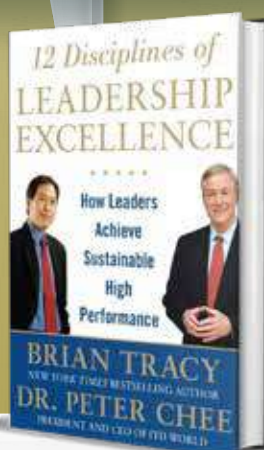
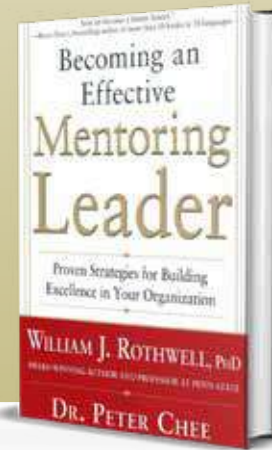
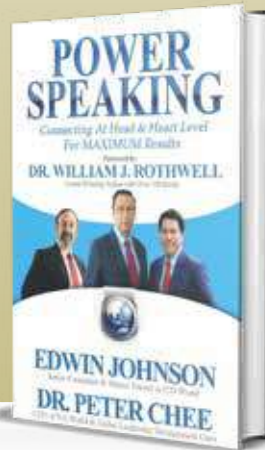
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U.S.A.
ITD U.S.A.
Tel: +480 545 2878
E-mail: itdusa@itdworld.com

SINGAPORE
ITD INTERNATIONAL PTE LTD
Tel: +65 9737 5109 | Fax: +65 6223 6521
E-mail: itdsg@itdworld.com

MALAYSIA
ITD PENANG (Head Office)
Tel: +604 228 3869 | Fax: +604 228 6869
E-mail: itdpg@itdworld.com

ITD KUALA LUMPUR
Tel: +603 6203 3880 | Fax: +603 6203 3830
E-mail: itdkl@itdworld.com

THAILAND
INTERNATIONAL ITD LTD
Tel: +662 116 9336 to 7
E-mail: itdbkk@itdworld.com

VIETNAM
ITD VIETNAM
Tel: +84 28 38 258 487 | Fax: +84 28 3825 8483
E-mail: itdvmc@itdworld.com

PHILIPPINES
ITD CONSULTING GROUP INC
Tel: +632 887 7428 | Fax: +632 844 8874
E-mail: itdmanila@itdworld.com

CAMBODIA
ITD-LDC (LEADERSHIP DEVELOPMENT CENTRE)
Tel: +855-23 555 0505 | Fax: +855-23 224 598
E-mail: itdcambodia@itdworld.com

INDONESIA
ITD-GLC (GLOBAL LEADERSHIP CENTER)
Tel: +6221 2930 8710 | Fax: +6221 2930 8747
E-mail: itdjakarta@itdworld.com

MYANMAR
ITD - BCTC (BREAKTHROUGH COACHING, TRAINING AND CONSULTING)
Tel: +959 765 222 103
E-mail: itdmyanmar@itdworld.com

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ITD BANGLADESH (DREAMVALLEY)
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