



Leadership in Education Bengkel CAES

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Contents

- Ta'aruf
- Learning to Lead
- Coaching
- Set Target (Strategic Planning)
- Monitoring Performances
- Quality Control
- Business Continuity Planning
- Self Exercise

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2



My Idols



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3



Sharing – Rabiah @ UTM

Career Development	1997-1998	1998-1999	1999-2000	2001-2004	2004-2010
UTM	Tutor AJK Penerbitan Pengawas Peperiksaan	Lecturer AJK Penerbitan Pengawas Peperiksaan	Penyelaras Subjek Penyelidik	PhD Persatuan... Assistant Technician	Penyelaras -Ketua Jabatan (2010 – 2 Bulan)



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4



Sharing – Me @ UTeM

Career Development	2011-2012	2012-2013	2013-2017	2017-2020	2020----
UTeM	PA, SKK	SKK, CACT	CRIM	PPSKR	XXX



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5



Sharing Me @ 5Ps

Year	Academics	Research	Publication	Professional	Community
1997	Tutor		Co Author		AJK
1998	Penyelaras				
1999	Penyelaras Pembangun Program	IRPA	Article Book Encyclopedia	Windows NT	AJK Negeri Johor
2000 - 2004	Penyelaras & Penyelia	Invited			
2004-2010	Penyelaras & Penyelia	FRGS SciFund	Utusan, STAR, Bharian	CISSP	National (Panel Advisor)
2010 - 2015	Penyelaras & Penyelia	Keynote		Head of Professional Exam	Panel Expert OIC
2015-2019	Penyelaras & Penyelia	Keynote International Fund		Head of Professional Exam Award	Panel Expert OIC

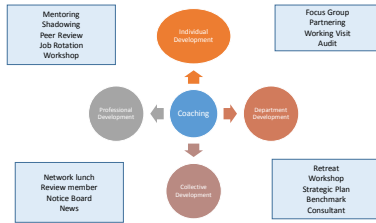
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6



Staf Development Plan (Analysis of Activity)



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7



Know Our Potential

Index	I Should Know	As Manager I MUST Know
1	Why am I here and what is my role	Development Position Roles
2	Who my closest Manager	Fix accountability
3	My expectation ?	Identify panel of evaluation
4	What is my priority	Aims for SMART
5	How is my progress	Evaluate performance and Feedback
6	Where is my direction and how to be there	Identify staf development needs and provide courses

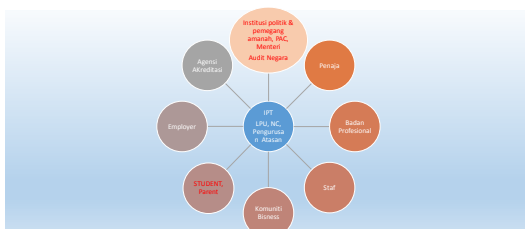
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8



Knowing Our Stakeholders



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9



Tips for Leadership Skill.

- Leadership by Example
- Understand Political Context
- Strategic Thinking
- People Engagement
- Convince others
- Review Leadership Practices
- Learn new action
- Effective communication skill
- Effective delegation
- Sensitive to others
- Group Development Skill
- Engagement from various talent for strategic
- Conflict management
- Contribution and Manage Meeting
- Execute and Monitor
- **Risks Management**

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10



Leadership by Vision and Strategic

Leadership	Management
Set Direction	Budget Planning and Management
Staff engagement	Manage organization and staff
Motivation and Inspire	Control and solve problem
Changes	Ensuring office well manage

Leadership Through
Vision and Strategy

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11



Strategic Planning

- Must be able to identify trend, direction and challenge
- Keywords,
 - University function
 - Recent challenges
 - Recent Term (tvet, MOOC)
 - Pelan Pembangunan Pendidikan Tinggi Malaysia
- Set Think Tank, Master Plan, Stakeholders requirement

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12



High Performance Organization (HPO) and Leadership

• Features of HPO (Azraai Kassim, 2016)

- High Market value
- Shared Vision
- Opportunity Culture – created from listening, diversity, continuous improvement, empowerment and risk taking
- Learning Organization
- High Skill Staff
- Employee with high performance mindsets
- Leadership Talent Development
- Flexibility
- Able to manage conflict
- Innovation

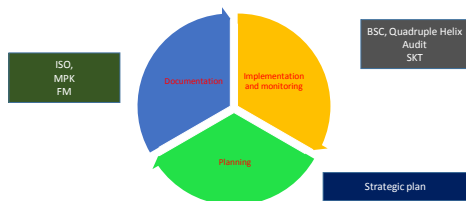
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13



Strategic Planning Monitoring and Management



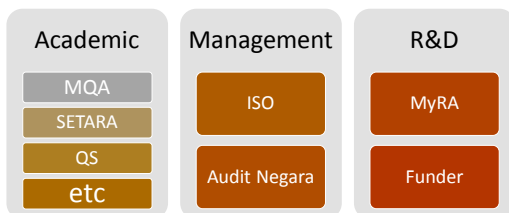
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14



Process Quality Control



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15



Risk Management & Business Continuity Plan

- Fulfill ISO 9001: 2015
- Sustainable Operation
- Continuous Improvement
- Digitalization
- Career Development
- High Performance Organization
- Check & Balance



Self Development (Exercise 1) (Achieved)

Management	Academic	R&D	Publication	Professional	Community	
Target						
Risks						
Countermeasure						

At every cell,
Set target
Identify Risks
Design Countermeasure



Self Development (Exercise 2) (Future)

Management	Academic	R&D	Publication	Professional	Community
Target						
Risks						
Countermeasure						

At every cell,
Set target
Identify Risks
Design Countermeasure