



Standards+Training+Consultancy

ACHIEVING BREAKTHROUGH PERSONAL EXCELLENCE AT WORK

OUTCOMES

Upon completion of this programme, participants will be able to:

- manage themselves better by equipping themselves with necessary soft skills for the betterment of their career at workplace
- communicate and present themselves confidently and efficiently
- understand their superiors and peers' behaviour well to achieve desired results
- apply appropriate tools and techniques in handling day to day problems systematically and effectively

METHODOLOGY:

- Facilitator Interactive Presentation
- Individual Activity-Self Reflection
- Group Breakout Activity
- Relevant Video Presentation

Who Should Attend This Training?

- Non-executives

PROGRAM HIGHLIGHT

This program is an ideal program for those who need to improve on personal development and effectiveness at workplace.

In this program, participants will learn on 'knowing themselves', which eventually leads to build their personal credibility by understanding positive attitude makes a lot of difference.

Participants will be provided with the knowledge, skills and tools related to be effective in managing their personal behaviour, liaison with others in the workplace and improve their administrative skills for extra business edge.

SHAH ALAM
SELANGOR

COURSE OUTLINE

Session 1 : Introduction

- Welcoming
- Ice-Breaker- Knowing Me
Knowing You
- The Program Framework

Session 2 : Knowing Your Self-Awareness

- Get to Know Yourself
- Where You Are
- Where You Want to Go
- How to Go There

Session 3 : Choose Your Attitude

- Believe in Yourself
- Build Resilience
- Adapt to Change

Session 4 : Communicate with Confidence

- Listen Actively
- Speak Assertively
- Write Effectively
- Present Confidently

Session 5 : Working With / For Others

- Knowing Your Superior
- Be A Team Player

Session 6 : Know Your Organization & Your Own Department Process

- Understand the Big Picture
- Things That You Need to Learn about Your Organization
- Knowing Your Department Functional Model

REGISTRATION

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FEES

RM1300/ PAX

**excluding 6% SST*

(Discount: 3 or 4 pax - 5% /
5 pax and above - 10%)





MANAGEMENT AND SOFT SKILLS TRAINING ACHIEVING BREAKTHROUGH PERSONAL EXCELLENCE AT WORK

18-19 February 2020 22-23 June 2020

Shah Alam, Selangor

REGISTRATION FORM

Contact Person			
Company Name			
Company Registration No.			
Address			
E-mail			
Contact No.	HP:	Office:	Fax:

Please tick for organisation type:

Local company	Individual	SME	MNC
Organisation/ Association	Company registered under state agency	Government	Others (organisation / societies / international)
GLC	Foreign company	Koperasi	Professional & technical services

Please tick to indicate the nature of your business :

Aerospace	Agricultural	Automotive	Building/Construction	Chemical	Communication
Defence	Distribution	Education and Industrial Training Services	Electrical and Electronics	Environment	Financial/Banking
Food and Beverages	Green Technology	Health Related & Social Services	Tourism & Related Travel	Information Technology	Machinery and Equipment
Medical Devices	Nuclear Fuel Industry	Oil and Gas	Plastics and Rubber Products	Pharmaceuticals	Power Plant Industry
Publishing/Broadcast	Research and Development	Shipbuilding	Textile/Clothing	Timber And Wood	Transport
Water Supply Industry	Others (Please specify):				

PARTICIPANT

No.	Name	Position	Email	Mobile No.
1.				
2.				
3.				
4.				
5.				

Signature :

Date :

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