



Standards+Training+Consultancy

BUILDING PERSONAL EFFECTIVENESS AT WORK

OUTCOMES

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

- Provide the awareness, knowledge, skills necessities to develop of the role of creativity, innovation and approaches of solving problems creatively
- Learn a wider scope of planning, execution of day to day tasks including implementation and resource alignment
- Design appropriate measurements for performance results and sustain desired performance
- Accept team communicating in a teamwork more effectively through goals setting, roles and procedures, handling conflict resolutions effectively
- Understand the concept of 'self-managing' in achieving their personal strength

PROGRAM HIGHLIGHT

This program is crafted to make the participants become more aware of their unnecessary chatters, non-verbal cues as well as signals. Besides, participants will be exposed to the methods of developing their personal effectiveness, self-efficacy and ultimately the desire of their self-management as well as in daily task.

Personal development does not happen to default, therefore, understanding and developing them on how it works will help them become more effective, getting rid of being ignorant and under-performing which eventually lead them to become disgruntled with people around them.

METHODOLOGY:

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

Who Should Attend This Training?

- Non-executives

SHAH ALAM
SELANGOR

COURSE OUTLINE

Session1 : Introduction

- Welcoming
- Ice Breaker- Knowing Me Knowing You
- Understanding the Big Picture
- Program Framework

Session 2 : Creative and Innovative Thinking Skills

- Thinking & Types of Thinking
- Creativity and Types of Innovation
- Creative Problem Solving
- Common Mental Blocks to Creative Thinking Process
- Ways to be More Creative
- Steps to the Creative Problem-Solving Process

Session 3 : Planning For Results

- Common Issue in planning
- Why Planning & Execution
- What Goals Should be Achieved
- What Activities and Deliverables are to be Accomplished?
- How do We Anticipate Problems and Plan for Them?

Session 4 : Realizing And Achieving the Plan

- Performance Tracking
- Follow Through
- Accountability
- Communication Plan

Session 5 : Energizing The Teamwork

- Team and Teamwork
- Team Goals, Roles and Procedures
- Conflict Handling Resolutions Approaches
- Dealing with Individual Performance
- Motivate with Reward and Recognition

Session 6 : Self-Managing to Optimize Our Potential

- Why We Have Failed?
- Practicing High Performing Mindset

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 BUILDING PERSONAL EFFECTIVENESS AT WORK

21-22 April 2020 1-2 September 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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