



Developing Impactful Skills from Engineer to Leader

August 13 - 14, 2018 | 9.00am - 5.00pm | Shah Alam Convention Centre

FACILITATOR

Mr Wesley Khaw has conducted and facilitated training for more than 35 public, private and multi-national organisations in Malaysia, Brunei and Singapore, specialising in Human Relations, Effective Communication, Team Building, Leadership and QCC topics. A Mechanical Engineering Graduate from a UK University, he started his career in Singapore Airlines. During his tenure, he streamlined staff policies and benefits, which resulted in a reduction of processing time and consequently an increase in productivity. Upon his return to Malaysia, he joined a Japanese MNC, as a Production Engineer which was just starting its electronic key components operations in 1980. Being a pioneer in this company, he then headed a Sales and Marketing team to build up the business from scratch into a RM400 million/year company, exporting key electronic components to more than 50 countries in the global consumer electronics market. During its peak, the company employed more than 2,800 staff. Wesley has also played a leading role in Industrial Relations. He has a wide range of experience in the handling of employer-employee related matters and engaged in numerous negotiations with the worker's Union on behalf of Management. During this period, the company enjoyed a healthy and harmonious relationship, with a WIN-WIN policy as a guiding principle. Due to his senior position in the company, Wesley wears many hats, and is very often required to view issues from an overall company 'global' perspective, from Procurement to Sales, from Production to Financial systems, and above all from a HR perspective. For this reason, from his early days in the company, he has been operating from a top management platform. He also spent a significant portion of his time for the development of staff in his company. He was instrumental in the setting up of the training unit as well as small group activities to enhance the company's policy of staff empowerment. During this period Wesley was also selected by the company's head office in Japan to conduct middle management courses for its ASEAN managers in Singapore. For all his immense contribution to his company, he was appointed to the position of Executive Director in 2001 and has also been a member of its Associated Company's Group, Board of Directors Committee for Bangi, a first for a Malaysian employee.

OBJECTIVES

- Increase awareness of behaviour, needs and values and how they impact the ability to lead and influence the team and others
- Understand how people are motivated and utilise effective methods to motivate others

CONTENTS

- **Overview of a Leader**
 - Expectations of a Leader
 - Expectations of an Engineer
 - From Engineer to Manager to Leader
 - Behaviour and Attitude Change
- **The Leader Manager**
 - Leadership Principles
 - Manager, Boss or Leader?
 - Building an Effective Team
- **Trusting Relationships**
 - Establishing Rapport
 - Building Trust
 - Leveraging Your Effectiveness Through Relationships
- **Communications**
 - The Power of Words and Non-Verbal Communication
 - Connecting
 - Listening
 - Influence
 - Creative Communication Skills
- **Accomplishing work through TEAMWORK**
- **Energising Others**
 - Giving Positive Feedback
 - Acknowledging Others
 - Appreciation
- **Connecting the dots**
 - Review of Principles
 - What Have I Learnt?
 - How Can I Implement It?

ADMINISTRATIVE DETAILS

Dates : **August 13 - 14, 2018**
 Time : 9.00 am – 5.00 pm
 Venue : **Shah Alam Convention Centre**
 No. 4 Jalan Perbadanan 14/9
 40000 Shah Alam, Selangor Darul Ehsan
 Fees : FMM Members – RM 1,300 per participant
 Non Members – RM1,600 per participant

(Fees include course materials, Certificate of Attendance, lunch and refreshments)

*** Enjoy 10% for registration of two (2) and 20% discount for registration of three (3) or more participants from the same organisation and of the same billing source.**

WHO SHOULD ATTEND

Engineers, Assistant Managers and Managers

IN-HOUSE TRAINING AVAILABLE

Registration is on a first-come first-served basis. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes. Should the programme be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

For further enquiries, please contact:

Siti Nazihah / Azrini
FMM Institute
 Tel: 03-62867200 Fax: 03-62776712
 Email: training@fmm.org.my
 Visit us at: www.fmm.edu.my

REGISTRATION FORM

Developing Impactful Skills from Engineer to Leader

August 13 - 14, 2018 (Monday-Tuesday) Shah Alam Convention Centre

The Assistant Manager

FMM Institute

Tel: 03-62867200

Fax: 03-62776712

GST Registration No.001764515840

Please tick (✓) accordingly:

PSMB Scheme: SBL Non Contributor

Require vegetarian meal: Yes No

Dear Sir/Madam,

Please register the following participant(s) for the above programme:

(To be completed in **BLOCK LETTERS**)

1. **Name** **Designation** **E-mail**

Nationality **IC No.**

2. **Name** **Designation** **E-mail**

Nationality **IC No.**

3. **Name** **Designation** **E-mail**

Nationality **IC No.**

(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. _____ for RM _____

being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name: _____

Designation: _____ E-mail: _____

Company: _____ FMM Membership No.: _____

Address: _____

Tel No.: _____ Fax No.: _____ Date: _____

My Corporate Identity No.: _____ GST Registration No.: _____