Peningkatan Prestasi Kerja Dan Motivasi Untuk Pekerja

Any companies wishing to survive in globalization era need to look at their human capitals as the most valuable asset. Excellence employees are the main contributors toward organizations’ reliability and competitiveness strength in overcoming barriers and uncertainties. Quality products and services are the outcomes of high performance, motivated and competent workforce. Their skills and knowledge ought to be sharpened, while their motivational levels are maintained at the highest in order to strive for aspirations.

Course Content

PRESTASI KERJA
- Asas prestasi kerja
- Prestasi vs Hasil
- Keberkaitan matlamat organisasi
- Kepelbagaian dimensi
- Jenis-jenis prestasi
- Penentu prestasi
- Proses penilaian prestasi
- Prestasi yang tidak menepati kehendak

KEMAHIRAN ASAS MENINGKATKAN PRESTASI
- Pembayaran
- Menentukan matlamat
- Fokus & konsentrasi
- Ketahanan mental
- Perspektif

PENINGKATAN PRESTASI PEKERJA
- Matlamat yang jelas
- Merealisasikan matlamat
- Penilaian prestasi
- Sesi interpretasi prestasi
- Tindakan susulan

MOTIVASI
- Motivasi adalah “KENAPA”
- Betapa besar “KENAPA” anda

BAGAIMANA MEMOTIVASI DIRI
- Sikap kerja positif
- Matlamat jelas & spesifik
- Pencapaian matlamat
- Kenali tugas
- Bayangan kejayaan
- Perancangan
- Bersikap optimis

BAGAIMANA MEMOTIVASI PEKERJA
- Hargai pendapat
- Pemerisaan yang merosakkan
- Beri kepercayaan
- Perancangan strategik
- Perkongsian ganjaran
- Perkongsian kebanggaan
- Penghargaan

En. Khairuddin Ibrahim holds a B. Econs. (Hons) from UIAM and also has a certificate in Quality Engineering from FMM Institute. He had held various management positions in MNCs particularly in manufacturing functions such as, administration, production planning, production control and training and development. He is currently attached to a Japanese multi-national in a Senior Executive position, in charge of training and development.

En. Khairuddin who has more than 10 years of experience in training, has conducted numerous trainings on 7 QC Tools, Effective Line Leader Skills, Effective Supervisory Skills, SPC, Problem Solving & Decision Making, SS, QCC, Positive Work Attitude and Self Excellence for organisations like SDKM Technologies, Sanwa Denko, HM Industries, EPE Packaging, Supportive Bhd, SP Wire, Sik Electronics and many more. As a certified PSMB trainer, he has made training and learning interesting through sharing of real life experience. His participants from all levels have found his training lively, highly effective and practical that can be applied at work place.

ADMINISTRATIVE DETAILS

Closing date: October 16, 2013
Medium of Instruction: Bahasa Malaysia
CPD: 14 hours

Fees:
- FMM Members: RM 500.00 per pax
- Others: RM 600.00 per pax

Registration:
- Upon Faxing / Mailing the completed Registration Form to FMM Institute, Perak, you are deemed to have read and accepted the terms and conditions. The course would also be deemed as confirmed unless informed otherwise.
- Will be based on First-Come-First-Served basis.

Payment:
- Cheques made in favour of FMM Institute should be forwarded to FMM Institute Perak.
- For SBL Scheme, an Attendance of 100% is a MUST, in any case, employers will be billed in full.

Cancellation:
- Must be in Writing with Reasons.
- 7 days before the course — No Payment Charged
- 3-6 days before the course — 50% Payment Charged
- < 3 days before the course — Full Payment Charged
- Participants who did not turn-up will be charged full payment.
- Replacements can be accepted at no additional cost.

Disclaimer:
The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.