Most employees perceive work as a chore. Therefore their hearts and minds are not set on completing the task at hand efficiently and improve on the quality of the finished job. A dissatisfied employee will slowly spread his discontentment to fellow employees and this will have an adverse effect on the organisation as a whole. The main purpose of this programme is to open up an employee's potential in realising his personal vision and the organisation's objective through positive thinking and positive work attitude.

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- Suatu Pendekatan Ke Arah Kecemerlangan Organisasi
- Konsep Positif
- Kesepaduan Sikap Positif
- Menilai Sikap Positif
- Bagaimana Membentuk Sikap Positif
- Sikap Positif Dalam Budaya Kerja Cemerlang
- Kaedah Membentuk Sikap Positif Dalam Budaya Kerja Cemerlang
- Dorongan Dan Motivasi Diri Untuk Membentuk Sikap Positif
- Peranan Hubungan Kemanusiaan Untuk Membentuk Sikap Positif
At the end of the programme, participants will be able to:

- understand and practise positive working concepts in an organisation
- adopt highly effective communication principles based on creating a positive working environment
- understand positive working values and skills in order to increase efficiency and quality of work
- plan and design positive steps towards building positive work culture at the workplace

This programme is specially designed for the administrative and clerical staff, supervisors, line leaders and section heads.

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 10 or more working days before the start of the programme. Cancellation received 6 – 9 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 5 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.

10% discount is applicable for registration of three (3) or more participants from the same organisation and of the same billing source.

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.

For further enquiries, please contact:
Ms Kavitha / Ms Josephine
FMM Institute
Tel: 03-62867200
Fax: 03-62776712
Visit us at www.fmm.edu.my
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: __________________________________________

Address: __________________________________________

_____________________________________________________________________________________

Tel No.: __________________________ Fax No.: __________________________ Date: __________________________

FMM Membership No.: __________________________ My Corporate Identity No.: __________________________