



SIKAP KERJA POSITIF

OBJECTIVES:

- Meningkatkan kefahaman dan penghayatan mereka tentang konsep kerja dan kepentingan sikap positif dalam melaksanakan tugas-tugas dan tanggungjawab yang diamanahkan
- Mengenalpasti kekuatan-kekuatan dan kelemahan-kelemahan diri.
- Memupuk sikap positif di tempat kerja
- Meningkatkan motivasi diri
- Meningkatkan disiplin dan jati diri
- Meningkatkan motivasi diri
- Meningkatkan prestasi dan produktiviti di tempat kerja

IN-HOUSE TRAINING AVAILABLE



COURSE CONTENT

- Proses penganalisan Kendiri
- Menyerlah Potensi Diri
- Pembangunan Kerjaya Yang Berkesan
- Pengaruh Sikap Kerja Dalam Pembangunan Potensi Diri
- Memupuk motivasi
- Merancang Untuk Kerjaya yang Cemerlang

WHO SHOULD ATTEND

All level of employees.

ADMINISTRATIVE DETAILS

Date : January 03 - 04, 2024

Time : 9.00am – 5.00pm

Venue : Level 2, FMM Selangor & Kuala Lumpur Branch
No 8A, Jalan Pensyarah U1/28, Hicom Glenmarie
Industrial Park, 40150 Shah Alam, Selangor.

Fees : FMM Members – RM 1,325.00 per participant
Non-Members – RM 1,537 per participant

(inclusive of 6% service tax)

(Fees include course materials, Meals and Certificate of Attendance)

Get **10% DISCOUNT** if you
send 3 or more participants
for the same programme!



TRAINER

En Khairol Anuar Masuan holds a Masters in Counseling Psychology from West Michigan University and a Degree in Psychology from International Islamic University Malaysia (IIUM). Well-versed in his area of specialisation, his approach to training psychology has proven to be interesting and enjoyable to his participants as he ensures that there is a lot of activity and action throughout his training sessions. He was with Dumex Malaysia and Hutchinson Paging KL as Supervisor in his early days. He later took on a lecturer post in PJ College of Art and Design as well as IIUM teaching psychology subjects. During his employment, he was responsible for implementing organisation-wide training programmes. For more than 15 years, Khairol has conducted numerous training and workshops for both corporate and government organisations that include leadership, supervisory, communication, team building, coaching and counseling and many other motivational programmes. As a well-known figure among his peers, he has given numerous talks and seminars on psychology in both local and overseas such as Australia, Germany, Thailand and Sudan. He had many of his comments and views published in local and international publications and newspapers and a regular columnist for some of them

For further inquiries please contact:

Siti Nazihah / Ain / Azrini

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REGISTRATION FORM

SIKAP KERJA POSITIF

JANUARY 03-04, 2024 (WEDNESDAY-THURSDAY)

FMM SELANGOR & KUALA LUMPUR BRANCH

FMM Institute Selangor (SST No.: W10-1901-32000105 | COID: 475427W_SELANGOR
HRDCORP Programme Code: 10001146682
Email: fmm_institute_selangorkl@fmm.org.my
Tel: 03-55692950/4471/4171

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

1. Name: _____ Designation: _____ E-mail: _____

Nationality: _____ IC / Passport No.: _____

2. Name: _____ Designation: _____ E-mail: _____

Nationality: _____ IC / Passport No.: _____

Disclaimer

Registration is on a first-come first-served basis. 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 programme fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the programme fees. If the participant fails to attend the programme or less than 75% attendance, the full programme fees are payable. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes.

We hereby confirm that (Please tick accordingly):

- We will be claiming **from HRD Corp** and full payment would be made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.
- We will **NOT BE CLAIMING** from **HRD Corp**. Payment will be made to account payee FMM Institute by cheque or bank transfer to Maybank Account No **5-62106-64719-2**

Submitted by:

Name: _____ Designation: _____

Company: _____ Email: _____

Company Address: _____

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

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