Sikap Kerja Positif ke Arah Kecemerlangan Organisasi
July 24–25, 2017 | 9.00am - 5.00pm | Shah Alam Convention Centre

FACILITATOR
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 counselling and many other motivational programmes. He is fluent in both English and Bahasa Malaysia. His in-depth knowledge and experience in psychology is also apparent as he is able to relate his own personal accounts and encounters related to it. This enables his participants to better understand the subject and able to apply what has been taught to them at their own workplace later. 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 has also appeared in many television programmes and forums on the discussion of social related issues and its association to psychology. Apart from that, Khairol has done extensive research, presented many papers related to psychology and its corresponding subjects. He has many of his comments and views published in local and international publications and newspapers and a regular columnist for some of them. He is now a regular resource person for Harian Metro on parenting issues published every Sunday.

OBJECTIVES
- Meningkatkan kefahaman dan penghayatan mereka tentang konsep kerja dan kepentingan sikap positif dalam melaksanakan tugas-tugas dan tanggungjawab-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 prestasi dan produktiviti di tempat kerja

CONTENTS
- Proses Penganalisan Kendiri
  - Mengenal siapa diri, konsep kembali ke fitrah
  - Mengenal pasti sumber kekuatan, kelemahan dan potensi diri
  - Melihat persepsi dan personaliti diri
  - Masalah dan cabaran dalam kerja berpasukan

- Mengenal Potensi Diri
  - Kita Hebat Kita Juara, Kita dilaikirkan sebagai JUARA
  - Mengenal pasti kemampuan untuk berubah
  - Halangan dan cabaran untuk berubah
  - Mengupas sifat positif "Si Johan & Si Ani"

- Pembangunan Kerjaya Yang Berkesan
  - Petua meningkatkan kerjasama
  - Ciri-ciri pekerja yang profesional dan diberkati
  - Teknik membentuk cara kerja yang positif dalam kerja berpasukan
  - Kaedah menjadi "orang baru" sebagai pekerja terbilang

- Pengaruh Sikap Kerja Dalam Pembangunan Potensi Diri
  - Cara-cara membina kepercayaan dan keyakinan diri
  - Teknik menurunkan pemikiran negatif kepada positif
  - Petua mengatasi tabiat buruk anda
  - Kepentingan komunikasi positif dalam pengaruh sikap kerja

- Memupuk Motivasi
  - Apakah yang dikatakan motivasi kerja
  - Elemen-elemen utama dalam membina motivasi diri
  - Penetapan sasaran prestasi kerja untuk mencapai taraf kecemerlangan
  - Cara mempertahankan daya motivasi di tempat kerja

- Merancang Untuk Kerjaya Yang Cemerlang
  - Memperkaya motivasi imej diri & etika di tempat kerja
  - Meningkatkan produktiviti melalui pengawalan aliran kerja yang cekap
  - Beroperasi dengan warga kerja untuk kecemerlangan
  - Membentuk rangka tindakan (action plan) untuk merealisasikan potensi anda

WHO SHOULD ATTEND
All levels of employees

ADMINISTRATIVE DETAILS
Dates: July 24–25, 2017
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 1,272 per participant
  (Inclusive of 6% GST)
- Non Members – RM 1,590 per participant
  (Inclusive of 6% GST)

*(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.

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.

IN-HOUSE TRAINING AVAILABLE

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
Dear 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.: __________________