Peningkatan Prestasi Kerja 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
  o Prestasi vs Hasil
  o Keberkaitan matlamat organisasi
  o Kepelbagaian dimensi
- Jenis-jenis prestasi
- Penentu prestasi
- Proses penilaian prestasi
- Prestasi yang tidak menepati kehendak

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

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

MOTIVASI
- Motivasi adalah "KENAPA"
- Betapa besar "KENAPA" anda

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

BAGAIMANA MEMOTIVASI
- Hargai pendapat
- Pemeriksaan yang merosakkan
- Beri kepercayaan
- Perancangan strategik
- Perkongsian ganjaran
- Penghargaan

Who Should Attend
This course is specially designed for the Management staff, Administrative and Clerical Staff, Supervisors, Line Leaders and General Workers.

Registration Form

Name  Designation  I.C. No.
1.  
2.  
3.  
4.  

(Please attach a separate list if space is insufficient.)

Submitted by:

Name:  Designation:  
Company:  Tel:  Fax:  Email:  
Address:  
FMM Membership No:  Company GST Registration No:  MyCash

Enclosed cheque / bank draft No. ______________________ for RM _______________ being payment for _______

Participants made in favour of the ‘FMM Institute’.

Enick Khairuddin Ibrahim holds a B. Econ. (Hon) 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.

Enick 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, QCIC, 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 5, 2015
Medium of Instruction: Bahasa Malaysia
CPD: 14 hours

Course Fee (Inclusive of GST, Course Material, Refreshment, Lunch and Certificate of Attendance):
FMM Members: RM 530.00 per pax
Others: RM 636.00 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.
- FMM Institute GST Registration No. 001764515840

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.
- 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.

Disclaimer:
The FMM Institute shall not be held liable for any damage, loss or injury caused by the participant(s) made in favour of the ‘FMM Institute’. 

Objectives
Upon completion of this course, participants will be able to:
- apply the techniques of improving self & employees’ performance
- apply the techniques of performance evaluation
- understand the methods on how to motivate one selves and workers
- improve superior-subordinate relationship

Encryption:

1. FMM Institute (Centre for Professional Development)
2. Attn: Puan Eda / Ms Harvindar / Ms Nicole
3. No. 1, Lorong Raja DiHilir, Off Jalan Raja DiHilir, 30350 Ipoh, Perak.
4. Email: fmmperak@fmm.org.my
5. Fax No.: (05) 548 8221 & (05) 548 8331 • Tel. No.: (05) 548 8660
6. FMM INSTITUTE PERAK
7. Name Designation I.C. No.
8. Registration Form
9. SBL Scheme
10. Also available as an In-House Course
11. Course Fee
12. CPD: 14 hours
13. Closing date: October 5, 2015
14. Medium of Instruction: Bahasa Malaysia
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19. Payment:
20. Cancellation:
21. Disclaimer:
22. Enclosed cheque / bank draft No. ______________________ for RM _______________ being payment for _______
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49. Payment:
50. Cancellation:
51. Disclaimer: