



FMM INSTITUTE (475427-W)
Centre for Professional Development

100 % SBL SCHEME
/
SME Corp Training Upgrading Scheme

SIKAP KERJA POSITIF

Date: 19-20 NOV 2012

Venue: FMM Institute, Sungai petani

INTRODUCTION:

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 organization as a whole. The main purpose of this programme is to open up an employee's potential in realizing his personal vision and the organisation's objective through positive thinking and positive work attitude

COURSE OBJECTIVES:

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; and
- plan and design positive steps towards building positive work culture at the workplace

COURSE METHODOLOGY:

la melibatkan proses pembelajaran secara interaktif dimana banyak perbincangan akan di jalankan sesama peserta dan bersama pengajar, latihan individu, kajian kes,pelan bertindak dan tugas yang akan di berikan semasa kursus dijalankan. Sesiini akan menguji kemahiran dan pengetahuan baru yang di pelajari.

TARGET GROUP:

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

COURSE CONTENT

- 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

FACILITATOR

En. Ahmad Fauzi is currently a trainer and consultant. He holds an MBA qualification from USM and a Bachelor's degree in Applied Science from Australia. He was a Programme Manager of Solectron Technology Sdn Bhd. Prior to this, he was with Palmco Holdings Berhad as its Training & Development Manager. He has conducted many in-house programs like Performance Appraisal, Supervisory / Executive Development Programs, Motivation, Communications, Time Management, Leadership and Quality Awareness for various levels of staff.

He is the Course Consultant in various team-building programs for organization such as Singapore Air Security Services, Telekom Malaysia, Securities Commission, Modenas, Penang Bridge, Penang Port, Asahi Best-Base, Sharp-Roxy, Shorubber, MMI, DNP, Matshuhita, SKF, Sony, Foremost Audio, Dai-ichi, Eully Plastics, Delta SwitchGear, Fatimah Hospital. He has conducted numerous Supervisory programs for organizations like Equip Series Wood Products, Petronas Fertilizer, Casuarina Beach Hotel, Silitek, Southern Steel, Mitsuoaka, Aisello Sanipak and Precico. Course participants have found his participative and interactive delivery and approach to instruction, very interesting and effective. This has been reflective in every end-of-course evaluation.

ADMINISTRATION DETAILS

Date: **19-20 Nov 2012**
Time: **9.00 a.m – 5.00 p.m**
Venue: **FMM Institute, Sungai Petani**
Medium of Instruction: **Bahasa Malaysia**
Duration of Course: **2 days**

Fees: FMM Members – RM650/participant Non-Members – RM750/participant
(Fees include Course Materials, Refreshment, Lunch and Certificate of Attendance)

Attendance is by prior written registration only. Registration form must be completed and returned to FMM Kedah/Perlis by **Nov 16, 2012**. Registration is on a first-come-first serve basis. Cheque made in favour of "**FMM Institute**" should be forwarded to the FMM Institute Unit 3, 2nd Floor, Bangunan EMUM 55, Jalan Gangsa, Kawasan Perindustrian Mergong 2, 05150 Alor Star, Kedah. There will be no refund or cancellation within 4 days prior to the programme, 50% refund for cancellation between 5-9 days and full refund for cancellation 10 days prior to the programme. Cancellation must be made in writing. However, replacement can be accepted at no additional cost. FMM Institute reserves the right to cancel or re-schedule the above programme and all the efforts will be taken to inform participants of the changes. **For enquiries: Contact Meeza/ Shita at 04-7343110/011** or email fmmkedahperlis@fmm.org.my

REGISTRATION FORM

SIKAP KERJA POSITIF

Date: **19-20 Nov 2012**
Venue: **FMM Institute, Sungai Petani**

FMM Kedah/Perlis Fax: **04-7344057**
(Attn: Meeza/ Shita)

Please register the following participants for the above programme:

1. Name: _____
Designation: _____
I.C. No: _____
2. Name: _____
Designation: _____
I.C. No: _____

(Please attach a separate list if space is insufficient)

Enclosed is our cheque no. for RM being payment for the registration of participant(s) made in favour of the '**FMM INSTITUTE**'

Submitted by:

Name: Designation:.....
Company: Address:
..... Tel No.: Fax No.: M/ship No.:



FMM INSTITUTE Kedah/Perlis (475427-W)

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