FMM PENANG WORKSHOP

PGB/107/2026
4/11/2026

Motivation & High Performance in the Workplace

❖ **November 24, 2026** ❖ **8.30 am – 5.00 pm** ❖ **FMM Penang**

INTRODUCTION & OBJECTIVE

Understand the key drivers of workplace motivation and how they influence individual and team performance in an industrial environment. Differentiate between intrinsic and extrinsic motivation and identify personal factors that impact job satisfaction and engagement. Develop a positive work attitude that supports discipline, responsibility, and accountability in daily tasks. Apply effective communication and teamwork principles to improve collaboration and workplace relationships. Manage workplace stress and pressure using practical techniques to maintain focus and productivity. Set clear and achievable work goals using simple goal-setting techniques such as SMART objectives.

WHO SHOULD ATTEND

- Managers and supervisors are responsible for team performance and motivation
- Team leaders and section heads who manage day-to-day employee output
- HR professionals involved in employee engagement, performance management, and training
- Department managers and executives who shape workplace culture and strategy

SPEAKERS

Assoc Prof Dr. Tan Kock Lim brings over 15 years of extensive experience in the banking industry before transitioning into academia. He previously served as a Bank Manager at Alliance Bank and Hong Leong Bank, where he gained comprehensive exposure across key functional areas, including credit and marketing, operations, trade finance, and consumer banking services. Dr. Tan is actively involved in delivering training programmes and workshops for corporations, universities, and schools, with expertise in areas such as International Trade and Finance, Risk Management, Personal and Commercial Financing, as well as Accounting and Finance for both managers and non-managers.

ADMINISTRATIVE DETAILS

Date : **November 24, 2026 (Tuesday)**
Time : **8.30 am – 5.00 pm**
Venue : **FMM Penang**
Fees : **FMM Members – RM648.00 per pax (incl SST)**
: **Non-Members – RM702.00 per pax (incl SST)**
(Inclusive of programme materials & certificate)

CANCELLATION & REFUND

- No refund for cancellation within 2 days prior to the programme
- 50% refund for cancellation between 3-6days
- Full refund for cancellation 7 days prior to the programme
- Registered participants who do not turn up will be charged accordingly
- No additional cost for replacement
- Cancellation must be made in writing

ENQUIRIES & REGISTRATION

Ms Suguna:suguna@fmm.org.my
Ms Owe Yean Roei:yean_roei@fmm.org.my
Tel: 04 399 2057
Maybank Account No: 5074 0650 4502

SBL-KHAS CLAIMABLE HRDF

PROGRAMME	
8.30 am	**Registration**
9.00 am	Course Contents **Introduction to Workplace Motivation** • What is motivation in an industrial/work setting • Why motivation matters for productivity and performance **Understanding Individual Motivation** • Intrinsic vs extrinsic motivation • Personal drivers at work • Identifying what motivates different people **Positive Work Attitude** • Importance of attitude in performance • Responsibility, discipline, and accountability • Handling negative thinking at work **Communication and Team Motivation** • Effective communication in the workplace • Building trust and teamwork • Role of leaders and peers in motivation **Dealing with Stress and Pressure** • Common workplace stress factors in industry • Simple stress management techniques • Maintaining focus under pressure **Goal Setting for Employees** • Setting personal and team goals • SMART goals in daily work **Interactive Activities** • Self-assessment: "What motivates me?" • Group discussion and role play
5.00 pm	**End of Day**

HRDF Training No: **10001783908**
Scheme Name: **HRD Corp Claimable Courses**
MyCoID: **007907X_PENANG**
Training Provider: **FEDERATION OF MALAYSIAN MANUFACTURING (PENANG)**

- *FMM reserves the right to cancel or reschedule the programme.*
- *All efforts will be taken to inform registered participants of any changes.*
- *Attendance is by prior registration only.*
- *Registration form must be completed and returned to FMM Penang by* ***November 16, 2026*** ***with*** *the correct payment in crossed cheque or bank draft made in favour of* ***'Federation of Malaysian Manufacturing'****.*
- *For* ***SBL-Khas Scheme****, grant approval must be forwarded to FMM Penang at least 3 days before the event date*

To: FMM Penang Branch
(Attn: Ms Suguna / Ms Owe Yean Roei)
Tel: 04-399 2057

Please register the following participants for the workshop:

1 Name: _____
NRIC: _____
Designation: _____
Email: _____

2 Name: _____
NRIC: _____
Designation: _____
Email: _____

(Please attach a separate list if space is insufficient)

❑ Please tick (✓) if you require Vegetarian meal for _____person(s)
❑ Please tick (✓) if you require an **Invoice**

Submitted by:
Name: _____
Designation: _____
Company: _____
New ROC No: _____
Address _____
_____
Email:_____ FMM Membership No: _____
SST No: _____
TIN No: _____
Tel:_____ Fax:_____

Enclosed is our cheque/ bank draft No.: _____ for RM _____ being payment for participation fees for _____ participant(s) made in favour of ***'Federation of Malaysian Manufacturing'****.*

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