

DEVELOPING PEOPLE SKILLS AT WORK

INTRODUCTION

In today's challenging working environment, people skills are recognized to be one of the crucial factors for personal and professional success. Being knowledgeable technically contributes to part of a person's success, and being people-savvy complements the person's quest for excellence. Managers and executives of today must be aware of this and strive to develop people skills towards professional excellence.

OBJECTIVE

- Managers, executives and supervisors develop people skills
- Practice sound principles and technique in their workplace
- Achieve better result through better working relationship

COURSE CONTENTS

- People Skills And Emotional Intelligence
 - EQ Vs IQ
- Mastering Oneself
 - Self Awareness
 - Self Control
- Motivation
- People Skills
 - Knowing others
- Team Development
 - As a team player
 - As a team leader

WHO SHOULD ATTEND

Managers, executives, supervisors and all who assume leadership positions- in one way or another- in their workplace

METHODOLOGY

Interactive presentation, practical illustration, case studies & simulative exercise.

RESOURCE PERSON

Dr. Chong Siaw Fung *PhD. M.Ed. MMIM. ACIS.* has more than 20 years experience in the field of education, training and development. He holds a doctorate in Human Resource Development conferred by Universiti Malaysia Sarawak. Dr. Chong began his professional experience as a teacher, and has held managerial positions in both Malaysian and multinational companies over the two decades of his career. As an experienced trainer, he believes in promoting interaction and participation, and using experiential approach to encourage learning and transfer. Most participants in his courses enjoy the training experience and have high regards for Dr. Chong's training effectiveness. Some of the organizations that have benefited from Dr. Chong's training services include Steel Industries, Wong Kwok Group, QL Group, Promenade Hotel, and the list goes on.

Duration

2 days

SSTC Member

RM 795.00

Non SSTC Member

RM 848.00

SME

Training Grant

RM 254.40

*all rates are inclusive
of 6% GST

For more information or registration, contact:

Sabah Skills & Technology Centre

No. 8, Jalan 1C, KKIP Selatan, Industrial Zone 1 (IZ1), KKIP, 88460, Kota Kinabalu, Sabah

Tel: 088-496613/4 (Ms. Jennifer/Shariffah) Fax: 088-499615,

Email: jennifer@sstc.org.my/shariffah@sstc.org.my

VISIT OUR WEBSITE at: <http://sstc.org.my>

