

## ENHANCING EMPLOYEE EFFECTIVENESS

### INTRODUCTION

The excellence and success of individuals and organisations much depend on their abilities to manage and control internal and external challenges. These abilities do not only depend on the state of technology or financial strengths but more importantly the ability of the organisation's workforce to manage the challenges. Excellence and qualities of highly effective people embody many of the basic principles of human effectiveness. Those qualities represent the internalisation of correct principles upon which enduring effectiveness, success and happiness both at the work place and social lives are based.

### COURSE CONTENTS

- The concepts of effectiveness & excellence
- Developing new level of thinking
- Developing proactive habit
- Enhancing self—leadership & motivation Improving personal time management skills
- Improving personal time management skills
- Building better understanding & relationship
- Improving personal communications skills
- Fostering cooperative & synergistic skills
- Self - renewal & personal growth
- Self - renewal & continuous improvement

### WHO SHOULD ATTEND

This programme is suitable for all levels of employees in organizations. However, it is highly recommended to divide participants based on these grouping: **Group A:** Managers & Executives. **Group B:** Non-Executives & Supporting Staff.

### METHODOLOGY

Lectures, Exercises, Case Studies, Role-Plays, Group Discussions, Management Games, Presentations and Video Discussions.

### RESOURCE PERSON

Encik Taidin Suhaimin is a graduate in Management Sciences with Marketing major from Lancaster University, United Kingdom, Diploma in Public Administration and Certificate in Executive Development from UiTM (MARA University of Technology, Malaysia). He has more than 28 years of experience with over 16 years of practice as a professional trainer, speaker and consultant since 1993. From 1980 to 1992, he served with Yayasan Sabah (a leading statutory body in Sabah, Malaysia) on various capacities in educational development fields. In 1993, he founded his own training and development firm (UMGC) and ever since, thousands of individuals from more than 150 organizations in Malaysia, Brunei and Singapore benefited from his learning & training programs.

#### Duration

3 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:

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