



INTRODUCTION

We all want to be happy at work. However, not all of us know how to make ourselves happy at work. Challenging work demands, unproductive people and relationships, and uncertainty of our own purpose and direction, all contribute to unhappiness at work. This program provides the participants with the tools and techniques to make their working lives happy and enjoyable, starting with themselves and requires the commitment to experience the experience and grow to one's full potential. Participants will be provided with basic practices that can contribute greatly towards self-empowerment at work that leads to enhanced performance, which will ultimately bring improved organizational results as well as enjoying the journey as much as the destination of SUCCESS.

Duration
2 Days

SSTC Member
RM 742.00

Non SSTC Member
RM 795.00

FSI's Member
RM 768.50

Fee is inclusive of
refreshment, lunch,
course materials and
certificate of attendance

*Rates inclusive of 6% GST

COURSE CONTENTS

- **UNDERSTANDING ORGANIZATIONAL CULTURE**
 - * Why do organizations exist?
 - * The followership thrust: Conform - Comply - Innovate
 - * 5 guiding principles of organizational culture
- **MANAGING YOUR 'SELF'**
 - * Our 'SELF' - a playback of subconscious programming
 - * "Positive mindsets of an empowered 'SELF'
 - * 'Self-talking' towards personal empowerment
- **HUMAN RELATIONS FOR EFFECTIVE RESULTS**
 - * Factors affecting human behaviors
 - * The 'I' accountability in human relationships
 - * Strategies for effective human relationships at work
- **MANAGING YOUR WORK**
 - * "Who am I?" - a job's grief
 - * Developing positive work attitudes
 - * Strategies for managing your work
- **MANAGING YOUR BOSS**
 - * "Even God loves angels around him"
 - * Being a leader to your boss
 - * Strategies of managing your boss
- **MARKETING YOUR 'SELF'**
 - * Charting your success journey
 - * Developing your 'F-A-B' for greater opportunities
 - * Seven strategies for 'marketing your 'SELF' '

WHO SHOULD ATTEND

Manager, Existing Supervisor, Promoted Supervisor, Management staff, Head of Department, Executives.

Sabah Skills & Technology Centre

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

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PERSONAL EMPOWERMENT FOR ORGANIZATIONAL EXCELLENCE

SABAH SKILLS & TECHNOLOGY CENTRE

RESOURCE PERSON

David Kanagaraj had served the Labour Department and Industrial Relations Department for about 29 years before leaving at the end of 1995. He then served as the Human Resource and Administration Manager of a medium-sized company for about 9 months, before moving into full-time consultancy and training. He is considered a leading expert on labour legislation, especially the Employment Act, the Industrial Relations Act, Trade Unions Act, Employees Provident Fund Act, Employees Social Security Act and the practices relating to employee relations. He is further very conversant with the decisions of the Courts on all matters relating to employee relations and labour legislation. Since 1980, he has been very involved in training and has been a course leader for the Malaysian Institute of Personnel Management. He was also The Director for the Diploma in Industrial Relations conducted by MIPM. He has also been a course leader for the Diploma in Human Resource Management conducted jointly by the University of Malaya and the Malaysian Association of Productivity. He is, himself, a certified Trainer by Pembangunan Sumber Manusia Berhad (Certificate No. TTT/0097). He holds a Ph.D in Human Resource Management specialising in industrial relations and the laws relating to dismissals. He has conducted several courses on labour laws and employee relations for various institutions and organizations and had also been a training officer for the Labour Department and Industrial Relations Department. He is an accomplished speaker and his programmes have always produced highly positive response.

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