



Positive Working Attitude & Self-Motivation: Empowering Workplace Mindsets to Unlock Potentials

Trainer: Khoo Hai Chui

Date: 21 – 22 September 2023 (Thursday-Friday)

Time: 9AM – 5PM

Venue: Pearl Point Hotel KL / Gleamy Center, KL

OBJECTIVES

Upon completion of this program, participants should be able to:

- Enhance their potential and improve their self-effectiveness
- Manage their shortcomings and utilize their strength
- Recognize the connection between attitude and success in career.
- Develop commitment and loyalty towards the employer
- Demonstrate effective communication at workplace.
- Use various idea generation tools to generate solutions.
- Learn the proper techniques to manage their time & stress, prioritize their jobs.
- Unleash inner potential towards positive CHANGE in turbulent times.

WHO SHOULD ATTEND

This course is specially design for Supervisors, Executives, Technicians, Line leaders and all staff.

COURSE OUTLINE

Module 1: Individual Differences

- How to manage differences
- Identify hidden self-image and strength
- Build self-awareness and reprogrammed your mind for greater success
- Emotional Intelligence

Module 2: Start with a Positive Note and Work Motivation

- Dismissing “inherited bad values”
- Empower self to attain desired goals
- Replacing negative thought with positive thoughts

Module 3: Effective Interpersonal Communication Skills

- Process & barriers of communication
- The Constituents of Good Speech
- Listening and asking questions
- Non-verbal Communication
- The Feedback System – Key to Communication Excellence

Module 4: Dimensions of Creative

- Overview of Creativity, Innovation and Change
- Creativity leads towards Innovation
- Personal and organizational blocks to creativity
- The Human Brain

Module 5: Effective Accomplishment Of “Almost Impossible” Task

- Break your old way of thinking and doing
- The importance of “Think Out Of The Box”
- Sharing idea and Together has power

Module 6: Principles of Personal Management

- Defining Important & Urgent
- Time Management Matrix
- Identify activities in Time Mgmt. Matrix

Module 7: Focus on Accomplishment, Not Activities

- Recognizing the most effective quadrant
- Identifying effective quadrant of (Not)Urgent vs (Not)Important
- Employing plans to move into the “Effective Quadrant”
- The 80/20 Pareto Rule in anything and everything you do.

Module 8: The Art & Skill of Managing Stress

- How to deal with interruptions.
- Setting long-range goals and daily priorities with deadlines.
- How to tactfully say “No.”
- How to think positive.
- How to cope with stress according to personality types.

Module 9: Togetherness and Work Life Balance

- Concept of Team vs. Group
- Discover current state of teamwork
- Quality & behaviour that erode team work
- Understanding the Seven (7) work life balance

Module 10: Overcome ROADBLOCKS to CHANGE

- Banish your SELF-DECEPTION to Change
- Beat the Common CHANGE BLOCKERS
- Win the Struggle WITHIN
- Overcome PROCRASTINATION

METHODOLOGY

The methodology used includes a combination of:

Interactive lectures: 40%

Group discussion, activities, exercises, presentations, video reviews, and role-play: 60%.

TRAINER PROFILE

Khoo Hai Chui

MR KHOO has more than 18 years of management experience and held several senior managerial positions such as Manager, Senior Manager, Director of Sales, Country Manager (Corporate Training) and General Manager for a leading international service organization. He also contributed to Pembangunan Sumber Manusia Berhad (PSMB) for developing the curriculum structure for the Train-The-Trainer (TTT) and Evaluation on Effectiveness of Training.

He also has an experience as a tutor in UPM for a few years. Regularly pursuing his own self-development, he is very highly motivated, having excellent interpersonal skills and very strong compelling leadership qualities. A highly logical and analytical mind enables him to confidently and competently teach and take the necessary holistic approach when addressing many underlying issues in problem solving and decision-making situations. It is these positives qualities that make him an automatic choice to lead and conduct training. His training has always been evaluated as exciting, fun and learning made easy to apply.

With his vast experience and coupled with excellent language abilities in English, Bahasa Melayu and as well in Negeri Sembilan Malay dialect, making him an ideal trainer. He has always been highly rated as "Excellent" by the participants from the various organizations and his areas of expertise are Team Building & Motivation, Etika Pekerja Cemerlang, Kemahiran Penyeliaan Berkesan, Customer Services, Sales Negotiation Skills, Professional Presentation Skills, Personal Development, Time & Stress Management, Leadership & Empowerment Strategies, Management for Manager, and Human Resource Management.

He was an Assistant Superintendent of Police (ASP) for several years and was awarded the "Best Student" during his training programme. While in the police force, he was exposed to the various work divisions. He had accumulated vast experience and good knowledge on security and supervising the down liner. All these factors display a highly disciplined personality with strong characteristics which are added value as a trainer.

His rich experience and knowledge in the area of manufacturing and services sector has make him a valued trainer for organizations such as NESTLE Manufacturing, UNILEVER Food, Sinmah Food (FARMBEST), SONY Precision Eng, PHILIP/NXP Semiconductor, FLAIRIS Malaysia, PETRONAS gas, HONDA Malaysia, HICOM Automotive, ORNASTEEL Group, FELDA Rubber, Pesama Timber, CIMB Group, TESCO Stores, UiTM, POLITEKNIK, TAYLOR's University College, NATIONWIDE Express, DYNEA, Optimal Chemical, GLOMAC Berhad, Seremban Specialist Hospital, Permai Inn Hotel and many public programs and etc.