

SHARPENING ADMINISTRATIVE REFORMATION PROGRAM (S.H.A.R.P.)



COURSE OVERVIEW

The current business trends and challenges had created a lot of new expectations on performance improvement. These had led to the decision on maximizing the employees' capabilities and competencies in order to meet the organizational goals continuously and consistently. It applies to every category of employees in the organization. The need to have multiple skills helps employee to diversify their roles and responsibilities shifting from traditional functional towards strategic functional.

OBJECTIVES

- Understand the current business challenges and the impact towards customer's expectation
- Be more proactive and creative in developing performance improvement actions continuously
- Bring them out from a comfort zone and always think out of the box in order develop strategic partner thinking
- Enhance interpersonal skills through NLP techniques
- Build self-empowerment and take charge
- Plan and prioritising their work more effective
- Managing EI and stress effectively in a work place

COURSE OUTLINE

- Module 1: Building A Strategic Partner Thinking
- Module 2: Enhancing Job Efficiency and Effectiveness
- Module 3: Interpersonal and Communication Skills using NLP Techniques
- Module 4: SMART Skills in Creating Solutions
- Module 5: Building Pro-Creative Mind-Set
- Module 6: Self-Empowerment
- Module 7: Personal Empowerment Action
- Module 8: Managing Your EQ at the Workplace

TARGET AUDIENCE

All Executives, Officers,
Administrators and support Staff

COMFORI SDN BHD

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