

# COURSE OUTLINES

**Module 1:**  
What's it all about?

**Module 2:**  
The keys to... effective motivation

**Module 3:**  
The keys to... effective communication

**Module 4:**  
The keys to... effective Coaching

**Module 5:**  
The keys to... effective team building

**Module 6:**  
The keys to... effective performance management

**Module 7:**  
The keys to... effective change management

**Module 8:**  
The keys to... Managing High Emotional Intelligence

# OBJECTIVES

Understand the manager's role  
Motivate teams and individuals  
Communicate goals and objectives  
Coaching effectively  
Develop high Emotional Intelligence  
Deal with poor performance issues  
Manage change



Request  
brochure by  
using QR  
code

MANAGEMENT COURSE

# EFFECTIVE PEOPLE MANAGEMENT SKILLS

100% HRDF CLAIMABLE

## CONTACT US

Phone no: 03-5621 3630 ext 517  
Email: [norasikin.j@comfori.com](mailto:norasikin.j@comfori.com)  
Blog: [comfori2u.blogspot.my](http://comfori2u.blogspot.my)