

Modules:-

Module 1: Role and Responsibilities

Module 2: Human Relations and Positive Work Attitude

Module 3: Problem Solving Techniques

Module 4: Interpersonal and Communication Skills

Module 5: Time Management

Module 6: Business Writing

LINE LEADERS IN ACTION - A PROGRAM FOR FIRST TIME LEADERS

COMFORI SDN BHD

Objectives

- undertake the challenges of a leader with full confidence
- solve problems methodically
- communicate effectively in getting the results you want
- prioritize job tasks according to importance
- use latest writing format using KISS (Keep It Short & Simple) format

The objective of this programme is to identify important skills in leading a team of people, learn and acquire the much needed techniques and use them to achieve company's goals and produce positive results.