

**SBL CLAIMABLE**

# SHARPENING ADMINISTRATIVE REFORMATION PROGRAM (SHARP)



## OVERVIEW

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

## OBJECTIVES

- Enhance interpersonal skills through NLP techniques
- Built 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: Built 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 Solution
- Module 5: Built Pro- Creative Mind- Set
- Module 6: Self- Empowerment

## WHO SHOULD ATTEND?

All Executive, Officers, Administrators and support Staff



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