

DEVELOPING EFFECTIVE AND EFFICIENT PERSONNEL



OVERVIEW

The corporate organizations of today operate in a dynamic and competitive global environment. Whilst business profitability has always been the critical concern, business sustainability has now also become a crucial issue. To meet business sustainability, corporate organizations need effective and efficient employees who play important roles in ensuring growth and development in an organization. Employees need to be equipped with practical self management skills that will add value to their performance and productivity. Today's administrative and support staff are too busy to attend numerous training programs on the various skills they need to develop.

OBJECTIVES

- Learn to leverage on strengths and use them to get the results desired
- Master mental blueprint- the Little Voice inside, emotional well being, positive, motivation, pleasing personality, beliefs and values
- Deal with changes, adaptability and flexibility necessary for quantum improvements
- keep energy high and change emotional states successfully

COURSE OUTLINE

- Understand yourself & others better
- Empowering Attitude, Positive Mindset & Resilience
- Develop Self Discipline, Accurate Thinking & Controlled Attention
- Plan, Schedule, Organize & Manage Workload
- Successful Strategies for Communication and Work Relationships

WHO SHOULD ATTEND?

This workshop is targeted at all secretaries, assistants, administrative personnel and support staff in all the different departments in an organization or company



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