

PEOPLE Management & Supervisory Skills

Date, Time & Venue

14 & 15 November 2019 (Thursday & Friday)

9.00 am – 5.00 pm

NKF Training Centre, C23-03, Block C, 3-Two Square,
No. 2, Jalan 19/1, 46300 Petaling Jaya, Selangor.

NKF TRAINING SDN. BHD.



Who Should Attend

CEOs * Directors * Managers * Team Leaders *
Executives * Supervisors *

Anyone who is involved in people management

Introduction

Teamwork has become an important part of the working culture and many businesses now look at teamwork skills when evaluating a person for employment. Most companies realize that teamwork is important because either the product is sufficiently complex that it requires a team with multiple skills to produce, and/or a better product will result when a team approach is taken. The most important teamwork skill is the ability to communicate effectively. This includes speaking knowledgeably, tactfully and candidly as well as listening actively with an open mind. Other teamwork skills or traits that correlate with group achievement include commitment to the team, making decisions with objectivity and discipline, thinking intelligently and rigorously, ability to support other team members' ideas, being humble and grounded and, most important, being unafraid to get involved.

Course Outline

Module 1: What is a Team

Module 2: Team Growth

Module 3: Team Management

Module 4: Building High Performance Team

Methodology

- Group discussions
- Video presentation
- Role plays
- Fun learning activities

Objectives

In this programme, participants will learn:

- How to lead actively & effectively
- Gain insight into asking open questions
- Learn team management skills
- Learn to adeptly converse and network with the team
- Learn to recognize team's Personality Types & communication preferences
- Master adjusting one's own communication approach based on need
- Develop a win-win mindset

Course Fee

Early Bird Rate: RM 680/pax (before 1st November 2019)

Standard Rate: RM 730/pax

Group Registration:
RM 680/pax (Minimum of 3 pax)

*Course fee is inclusive of meals and kits.

Trainer

Dr. Kamal Kenny, a consultant and social psychologist brings with him 15 over years of experience in the field of training and consultancy. He obtained his degree in University Science Malaysia and later continued with his Masters in Public Health from Wales, UK and then went on to complete his PhD in University Putra Malaysia in Social Psychology. He is an eloquent trainer with the ability to relate the conceptual theory into practical hands-on in real life situation application and combination of activities and learning intervention.

Registration

To register, please fill up the registration form and email it to us at training@nkf.org.my or fax it to **03-7960 2359**
Due Date : 8th November 2019

LIMITED SEATS ONLY. RESERVE YOUR SEATS NOW!

Contact Us

Please do not hesitate to contact us if you have any further queries:

Pn. Farah / Pn. Khairani | Tel: 603-7960 2301/02 | Fax: 603-7960 2359 | Email : training@nkf.org.my



REGISTRATION FORM
PEOPLE MANAGEMENT & SUPERVISORY SKILLS

Name of Participant: _____ I/C No.: _____

Designation : _____ Mobile No.: _____

Company : _____

Address : _____

Telephone No. : _____ Fax No. : _____

Email Address : _____

Group Registration: Please provide name list with I/C number

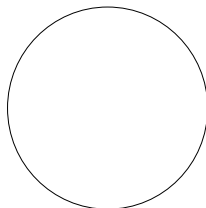
No.	Name	I/C No.

Registration type	Course Fee
Individual Registration	<input type="checkbox"/> RM 680.00 (Early Bird – before 1 st November 2019) <input type="checkbox"/> RM 730.00 (Standard Rate)
Group Registration (Minimum of 3 pax)	<input type="checkbox"/> RM 680.00 X (No. of Pax : _____) Total = RM _____

*Management has the right to change the date of the event with notice given in advance.

*All payments (i.e. fund transfer/internet banking/cheque) are to be made in favour of the “NKF Training Sdn. Bhd.”, CIMB Bank Account No.: **8010129570**. Please email/fax to us a copy of the payment receipt/slip.

I/We hereby declare that I/we have read and understood the contents of the privacy notice of NKF displayed on the NKF website at www.nkf.org.my and confirm my/our consent for NKF to use my/our personal data for the purposes and to the parties stated in the privacy notice.



Signature of Employer

Company Stamp

Date : _____

CLOSING DATE FOR APPLICATIONS NOT LATER THAN 8th NOVEMBER 2019

Please fill up this registration form and **email** to us at training@nkf.org.my or **fax** it to **03-7960 2359**