

ACHIEVING YOUR

A 1-day inspirational motivational program by
Dzul Karnain Musa

... drawing from an enviable MNC background of customer service, corporate training and business operations management credentials spanning over 30 years.

This workshop is designed to **motivate, inspire** and give each participant the **guidance** necessary to achieve **greater productivity in the workplace.**

FULL POTENTIAL

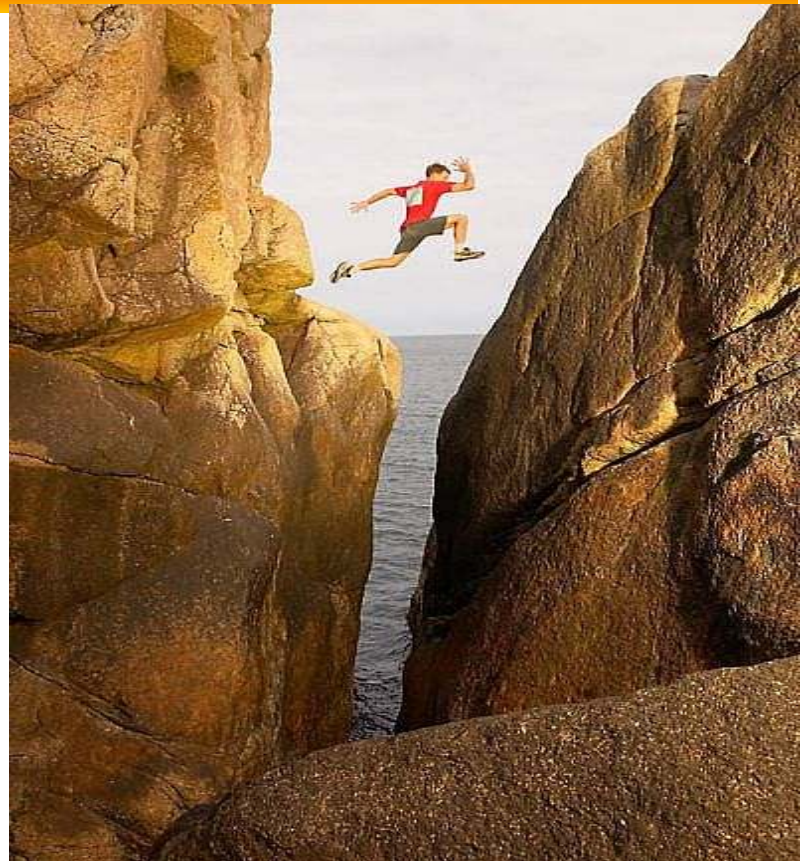
A ‘WINNING ATTITUDE’ makes a HUGE Difference!!

.... Towards achieving greater productivity in the workplace

The program is beneficial to employees in any department. It gives an opportunity for workers to come together as a group to enjoy comrade and higher morale in a teamwork environment.

This program provides in-sights on

- How attitude can change their lives & careers.
- Being on a path to establishing & maintaining a ‘winning attitude’.
- Skills & Techniques to organize their responsibilities and the time management principles required to effectively to be more productive and twice as efficient.



For more information, please contact

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HRD Approved “Class A” Training Provider (since Year 2002). Registered with Ministry of Finance.

ACHIEVING YOUR FULL POTENTIAL



Who Should Attend?

- ✓ Executives, Supervisors
- ✓ Head of Departments
- ✓ Assistant Managers
- ✓ Managers, Senior Managers

Through multi-media presentation, power point, exercises, workplace simulations, role-plays and group activities, each participant will learn the principles needed to reach their own full potential.

Trainer's Background



spanning over 30 years.

Mr. Dzul Karnain, an excellent communicator and business coach drawing from an enviable MNC background of customer service, corporate training and business operations management credentials

Dzul is an experienced practitioner, providing customized learning solutions and training for business to increase productivity and profitability, through performance management, leadership and team development.

He brings with him a wealth of experience gathered from his previous job responsibilities that includes:-

- ✧ Positions held as Director of Customer Service / Associate Director / Regional Compliance Controller.
- ✧ Reporting directly to CEO & Retail Operations
- ✧ Managing the total operational staff strength of over 1,200 personnel including Branch, Warehouse Managers and 8 Regional Controllers.
- ✧ Meeting and negotiating with top level government officials including at ministerial level.

Dzul's approach to training and consulting are practical and results-oriented. It is filled with ideas and skills that are customized to provide a catalyst to dramatic improvement in all areas of human resource performance.

He is able to share his experiences to achieve greater heights in developing and grooming successful leaders.

Topics to Be Covered

Attitude

- ✓ It's importance, influences & components
- ✓ The advantages & factors that impact attitude
- ✓ The winning edge concept
- ✓ Adjusting your attitude for success

Organize for Success

- ✓ The benefits & challenges of getting organized
- ✓ Defining objectives & procedures for organization
- ✓ How to stay on top & monitor your progress
- ✓ Tips to make organizing easier

Time Management

- ✓ Identify & analyze the time you control and use
- ✓ Planning tools, prioritizing & scheduling
- ✓ How to become a time manager
- ✓ Focusing on goals & establishing priorities

Increase Effectiveness

- ✓ Working & communicating more effectively
- ✓ Characteristics of high performing teams
- ✓ Success factors for top performers
- ✓ Exploring vital functions of your job

Note: Training program/workshop can also be conducted in Bahasa Malaysia.