

BECOMING A COMPETENT MANAGER

(The SPT Approach)

Aspire your executives to enhance their expertise in

- ✓ **S**elf Management
- ✓ **P**eople Management
- ✓ **T**eam Management

Who should attend?

- Business Owners, Directors
- Managers, Executives
- Team Leaders

Mastering the Essential Skills of a COMPETENT MANAGER

A 2-days intensive course designed to enable Managers to be more competent in managing & leading their teams.

Benefits you'll gain

- ✓ Key steps to achieve personal success
- ✓ Influencing techniques to motivate and inspire workforce
- ✓ Simplified ways to turn difficult subordinates, co-workers and superiors into positive team members.
- ✓ Systematic approaches to promote sustained change within the organization



For more information, please contact

IDC TRAINING HOUSE SDN BHD

TEL: 03-7956 5126

WWW.IDC-TRAINING.COM

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

BECOMING A COMPETENT MANAGER - THE SPT APPROACH

Trainer's Background

Lim Kheng Joo, a Principal Trainer & Consultant, specializes in strategic performance measurement, competency management, change management, human capital development and corporate values & business ethics management.



Kheng Joo has more than 30 years of working experience in both public and private sectors. While in the Malaysian Civil Service, he served as a management trainer with the National Institute of Public Administration (INTAN). In addition, he also worked as a management consultant with the Malaysian Administrative Management Planning Unit (MAMPU), Prime Minister's Department.

His competencies includes being a

- ✓ Certified Professional Trainer from the International Professional Managers Association (IPMA, UK)
- ✓ Competency Professional accredited by the SMR Group
- ✓ Senior Facilitator of the Paul J Meyer's Dynamic Successful Management Program

More than 10,000 executives have benefited from Kheng Joo's learning and development program. His corporate clients include

- ✓ Ministry of Science, Technology & Innovation ICT Policy Div);
- ✓ CyberSecurity Malaysia Berhad;
- ✓ .my DOMAIN REGISTRY;
- ✓ Biotropics Malaysia Berhad;
- ✓ Malaysia Rubber Export Promotion Council;
- ✓ SMR Technology Berhad;
- ✓ DP Controls Sdn Bhd;
- ✓ Department of Irrigation & Drainage Malaysia;
- ✓ Global Knowledge Partnership Secretariat and
- ✓ the International Tropical Fruits Network Secretariat.

Kheng Joo has a strong academic background with a Master in Development Management from the Asian Institute of Management, Philippines, a Post-graduate Diploma in Management Science from the National Institute of Public Administration (INTAN) and a B.A. (Hons.) in Economics from University of Malaya.



A Competent Manager ...

- ◆ builds confidence and enthusiasm in his company's workforce.
- ◆ inspires his people to become high performers in achieving organizational goals.
- ◆ overcomes the challenge of dealing with problematic subordinates, difficult co-workers and even bosses.
- ◆ displays a positive attitude, possess good values and are goal-oriented.
- ◆ successful in personal development first before managing other people either individually or collectively as in a team.

Topics to Be Covered

Module 1: Attitude, Values & Goals

- Positive Believing
- Personal Values Clarification
- Personal Goal Setting

Module 2: Managing Self

- Personal Qualities
- Managing Time
- Minimizing Stress

Module 3: Managing People

- Communication Styles
- Managing Problematic Employees
- Dealing with Difficult Co-workers & Bosses

Module 4: Managing Team

- Leadership Styles
- Leading & Managing Change
- Sustaining Team Effectiveness