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Re-Energizing Organizational Teamwork, Motivation and High Impact Performance Development Program.

A 3 Days, 900am – 500pm In-House Experiential Learning Program



Enhancing Performance Through Employees Engagement

A proposal by Zainul Mukhtar Z. Abidin
Edutech Training Centre.



OVERVIEW

Many professionals spend the first part of their career getting very good at their jobs but often make the mistake of thinking that what got them this far will get them to the next stage. Management does not just mean more of the same.

Re-Energizing Organisational Teamwork, Motivation and High Impact Performance acts as a navigation session into grooming employees, equipping them with new management, leadership, team and re-energizing motivational aspects of individual, participating within the program.

This program will enhance and broaden the participants' general work performance, deepen their competence and commitment in key functional disciplines and create the drive required from them.

Framed by the crucial concept of Value Based Management Program, one will learn how to create and capture personal self-management with the right values while forging a team with the drive of high performance employees.

OBJECTIVES

KEY BENEFITS that participants will be gaining throughout the program are as follows:

- ✓ Become a more professional and effective employee with enhanced people management skills and professional practical management practices.
- ✓ Be a more effective performing managerial group - focused on leading others with value and providing leadership with change perspectives.
- ✓ Offer teams they work with, a fresh new perspective - taking in not only bigger business picture but also the longer term work relationship.
- ✓ Gain insight into multicultural customer service global outlook
- ✓ Reenergize and enhance learning of knowledge and engaging performance for team



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DURATION

The duration of the program is 3 days, 9:00am – 5:00pm, in house experiential training program.

LANGUAGE

English and/or Bahasa Malaysia

PROGRAM METHODOLOGY

- ✓ Interactive Lecture
- ✓ Experiential Learning Activities
- ✓ Hands on Discussions and Brainstorming
- ✓ Team Based Activities
- ✓ Leadership Development
- ✓ Video Learning

TARGET PARTICIPANTS

Managers and Executives or other employees deem suitable by the organization.

NUMBER OF PARTICIPANTS

Min 10 pax – max 20 pax

PROPOSED TRAINING VENUE

It is proposed that the training be conducted out of the office premise. This program is conducted under the PSMB-SBL Scheme and organizations can claim their expenses under the PSMB Reimbursable Funds.



TRAINING SCHEDULE

DAY ONE

Time	Description Of Activities	Remarks
8:45am	Registration Briefings By Program Secretariat Opening By Company Officials	na
9:00am	Introduction To Program Ice Breakers	Zainul Mukhtar Z. Abidin \ Farah Abdullah \ Zahari Ismail
10:00am	Coffee Break	Na
10:30am	INTRODUCTION TO PERFORMANCE MANAGEMENT - Participants will be engaged through Experiential Learning Activities of Performance Rally to create an awareness of Work & Performance, It's relationship and factors impacting individual and group performance	Zainul Mukhtar Z. Abidin, Assisted by Farah Abdullah & Zahari Ismail.
12:45pm	Lunch Break & Rest	Na
2:00pm	Reframing Performance Status – Personal SWOT Analysis.	Farah Abdullah assisted by Zahari Ismail
3:00pm	Coffee Break	Na
3:30pm	ESSENTIAL COMMUNICATION SKILLS FOR PERFORMANCE IMPROVEMENT. - Relationship, Communication and Performance. - Realigning Personal and Professional Relationship. - Self Assessment - Profilling – Performance Therapy	Zainul Mukhtar Z. Abidin Farah Abdullah
5:00pm	End Of Day One	



DAY TWO

Time	Description Of Activities	Remarks
9:00am	REFRAMING YOUR PERFORMANCE STATUS <ul style="list-style-type: none">- Creating Peak Performance Imprint- Embracing Positive Mental Quadrant- Goals and Performance – Common Mistakes- Reframing and Resetting Priorities	Zainul Mukhtar Z. Abidin Farah Abdullah
10:00am	Coffee Break	Na
10:30am	SHIFTING INTO A PERFORMANCE VALUE PACKAGE FOR SELF DEVELOPMENT. <ul style="list-style-type: none">- The Performance Paradigm <input type="checkbox"/>- The Relationship Paradigm; A Team Working Perspective. <input type="checkbox"/>- Circle of Excellence <input type="checkbox"/>- Aligning Your Values and Rethinking Personal Attitude. <input type="checkbox"/>	Farah Abdullah assisted bu Zainul Mukhtar Z. Abidin / Zahari Ismail
12:45pm	Lunch Break & Rest	Na
2:00pm	GOALS, EXPECTATIONS AND PERFORMANCE <ul style="list-style-type: none">- Why employees drop out of their performance zone.- Re-engaging Performance	Zainul Mukhtar Z. Abidin assisted by Farah Abdullah
3:00pm	Coffee Break	Na
3:30pm	WORKSHOP 1: <input type="checkbox"/>REVITALISING POSITIVE PERFORMANCE. (Creating a mindset pf personal accountability for results)	Farah Abdullah Zahari Ismail
5:00pm	End Of Day Two	



DAY THREE

Time	Description Of Activities	Remarks
9:00AM	ATTITUDE OF GRATITUDE (OUT OF CLASS SESSION)	Farah Abdullah assisted by Zahari Ismail
10:00AM	COFFEE BREAK	Na
10:30AM	MODELLING CHARACTERISTICS OF HIGH ACHIEVERS MINDSET. <ul style="list-style-type: none">- Taking Responsibility For Your Own <input type="checkbox"/>Action- Striving For Imperfection: Better to get <input type="checkbox"/>something done well rather than nothing done perfectly- The 7 Areas of Success : Journal Your <input type="checkbox"/>Way To A Successful Performance <input type="checkbox"/>- Why People Find It Hard To Succeed? <input type="checkbox"/>	Zainul Mukhtar B. Z. Abidin assisted by Farah Abdullah Zahari Ismail
12:45PM	LUNCH BREAK	Na
2:00PM	LEADERSHIP IN ACTION <ul style="list-style-type: none">- - Defining Leadership- - Building Your Personal Qualities- - Performance Value Package- - Building Personal Power Through Win- Win Management.	Zainul Mukhtar Z. Abidin assisted by Zahari Ismail Farah Abdullah
3:00PM	COFFEE BREAK	Na
3:30PM	PROGRAM REVIEW AND PRESENTATION ACTION PLAN	Zainul Mukhtar Farah Abdullah Zahari Ismail
4:00PM	PROGRAM ASSESSMENT & EVALUATION <ul style="list-style-type: none">- Closing by PNS Officials - Certificate Presentation - Group Photos	Zainul Mukhtar Farah Abdullah Zahari Ismail
5:00PM	END OF PROGRAM	



LOGISTIC

Organization is to provide the necessary needs and requirements for the trainers / facilitators.

- Accommodation Facilities
- Food and refreshment,
- Classroom setting with whiteboard and flip charts
- LCD Projector and P.A. System and other related

Requirements to complement the training delivery

PAYMENT METHOD

PROFESSIONAL FEE:

- The professional fees per day RM xxxx. Fee is not inclusive of food and refreshment for the participants, trainer/s and facilitators.

- Fee is inclusive of training materials, certificate of participation & trainers fee.

All payment is to be made to **EDUTECH TRAINING CENTRE SDN BHD**, Cross Account payee or Direct Electronic Transfer to **EDUTECH TRAINING CENTRE SDN BHD**, Bank Account No: **3182597332** , **PUBLIC BANK BARHED, MALAYSIA**

OUR TERM OF PAYMENT:

A 40% Confirmation Fee is required to secure the program.

- The balance of payment is to be delivered upon the completion of the training itself.

- However, if there is other term and condition as per the payment, the organizer is requested to discuss further with the training provider