

SELF-EMPOWERMENT: INCREASE WORK EFFECTIVENESS AND SATISFACTION

DATE: 6-7 June / 11-12 September 2023
8-9 January 2024

FEE: RM840

DURATION: 2 Days

HRD CORP SCHEME:
HRD Corp Claimable Courses

PROGRAM OVERVIEW

Every single employee is critical in today's business environment. No matter at what level of employment, each employee plays a vital role in the company's success. This will ensure not only the company's growth but also the employee's personal success. This requires employees to be effective and satisfied at their jobs.

There are various skills and strategies that employees can learn and apply to empower themselves towards this. This helps them to fulfill their responsibilities and increase their job satisfaction along the way.

This two-day workshop is practical and activity based. It provides proven tools and clear steps as well as best-practices that works. Participants will learn how they can better manage their time and resources. They will also learn practical productivity best practices to enable them to be efficient at work. And finally, they will learn emotion and stress management techniques to enable them to consistently perform at their optimal level.

LEARNING OUTCOMES

Upon completion of this program, participants will be able to:

- Appreciate the opportunities to empower themselves in various ways at work
- Gain the skills to manage time, set smart goals and monitor their work
- Gain the skills to manage and prioritize the resources available to them
- Gain the skills to be proactive and creative in improving their work processes
- Gain productivity skills and strategies to be more effective at work
- Gain the skills to increase internal motivation at work
- Gain the skills to use stress in a healthy and sustainable way
- Gain the skills to manage their emotions in a challenging and uncertain work environment
- Gain the skills to better work with their team mates and other colleagues

METHODOLOGY

This program uses Adult Learning approaches. This includes minimal lectures, use of multimedia aids such as videos and music, demonstrations, case studies, group discussions, presentations, learning games, self-evaluations and self-reflections. Examples, Case Studies and Mini-Projects will be adjusted accordingly.

WHO SHOULD ATTEND

- Executive/Supervisory
- Non-Executive



FACILITATOR

Brien Lee Meng Siong

With 18 years of industry experience and 12 years of public speaking and corporate training experience, Brien specializes in leadership and management. He consults and trains in the areas of organizational development, human capital development and strategic thinking. His expertise is in communication related skills in the areas of Leadership, Management and Team Dynamics.

PROGRAM CONTENT

Module 1

Personal Power At Work

- Personal power comes from responsibility and commitment
- We are not alone – the power of working as a Team
- Overview of skills-set to increase our effectiveness and efficiency as well as job-satisfaction
- Identifying my values: Why work? What is important for me?
- Identifying my top responsibilities: at work and at home

Module 2

Taking Control Of Our Time

- Time Audit: Time management self-assessment
- Key Areas: Overview of Skill-sets for Time Management and Productivity
- Time Wastage: Identify and reduce time wasting activities, focus on areas of Control and Influence
- SMART Goals: How to ensure our goals are more easily achievable
- Monitoring Work: How to monitor your work progress and adjust accordingly
- Work Lists: How to use a task list and daily “to-do” list the correct way
- Technology: Various tools and technology for time management including free apps

Module 3

Taking Control Of Your Resources

- Resources: Explore the resources available that can help us be more productive
- Resources: Identify and take stock of all the resources available to you and your team
- Prioritize Work: How to prioritize our work with the Priority Matrix / Eisenhower Principle
- Prioritize Focus: How to prioritize our focus with the 80/20 Rule / Pareto Principle

Module 5

Taking Control Of Your Productivity

- Saying “No”: When and how to say “No” as needed
- Procrastination: Strategies to avoid procrastination and unnecessary delays
- Multi-tasking: How to do Parallel and Sequential Multi-Tasking
- Environment: How to optimize your environment for higher productivity
- Delegation: How to get help and delegate effectively

Module 6

Taking Control Of Your Motivation And Happiness

- How Motivation Works
- Internal Motivation: How to increase internal motivation at work
- External Motivation: How to apply external motivation in a healthy way
- Understanding the downside of motivation
- How to trigger three other forms of happiness at work

Module 7

Taking Control Of Your Stress

- Healthy Stress: How high, continuous stress affects our health and performance
- Strategies: Learn how to use the Enactive, Proactive & Reactive Strategies to manage stress
- Pressure: Learn how to reframe and pre-frame pressure to reduce or eliminate it

Module 8

Taking Control Of Your Emotions

- Emotions: How emotions work
- Emotion Skills: Multiple perspectives
- Emotion Skills: Expectations management
- Emotion Skills: Reframing meanings
- Emotion Skills: Managing anxiety and nervousness at work

Module 4

Taking Control Of Your Work Processes and Working Conditions

- Process Improvement: How to improve your work processes to be more efficient and productive
- Case Studies for process improvements to save costs, save time, reduce wastage, increase outputs
- Creativity: How to apply the SCAMPER creativity technique to generate innovative solutions

Module 9

Taking Control Of Your Teamwork

- Teamwork skills: Common goals and expectations for working together
- Teamwork skills: Language and body language
- Teamwork skills: Getting help when you need to

PROGRAM SCHEDULE

Day 1

| | | |
|-------------------|---|-----------------------|
| 9:00am - 10:30am | : | Module 1 |
| 10:30am - 10:45am | : | Coffee Break |
| 10:45am - 1:00pm | : | Module 2 |
| 1:00pm - 2:00pm | : | Lunch |
| 2:00pm - 3:30pm | : | Module 3 |
| 3:30pm - 3:45pm | : | Coffee Break |
| 3:45pm - 5:30pm | : | Module 4 |
| | | End of the day |

Day 2

| | | |
|-------------------|---|-----------------------|
| 9:00am - 10:30am | : | Module 5 |
| 10:30am - 10:45am | : | Coffee Break |
| 10:45am - 1:00pm | : | Module 6 & 7 |
| 1:00pm - 2:00pm | : | Lunch |
| 2:00pm - 3:30pm | : | Module 8 |
| 3:30pm - 3:45pm | : | Coffee Break |
| 3:45pm - 5:30pm | : | Module 9 |
| | | End of the day |

