



Training Series

Self Enhancement Program (SEP)

Be in charge of your destiny

Target Audience: Chief Financial Controller, Financial Controller, Finance Leader, Accountant, Finance Manager, Finance Analyst, Public Practice, Accounting Professional, Accounts Supervisor

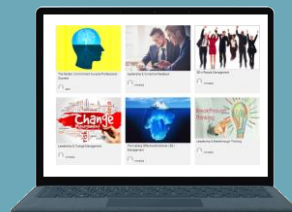


New

Online Learning Management System (LMS)

1. Overview
2. Content
3. Video
4. Q&A
5. Checklist
6. Quiz

Concise online learning to cater for participants who prefer to learn on their own pace. Now you can pause and repeat anytime, anywhere!



Self Enhancement Program



Facet 5 Profiling

Elaborate online questionnaire to determine your Personality! Follow by Face-to-face discussion on the result after test!



Customised Content

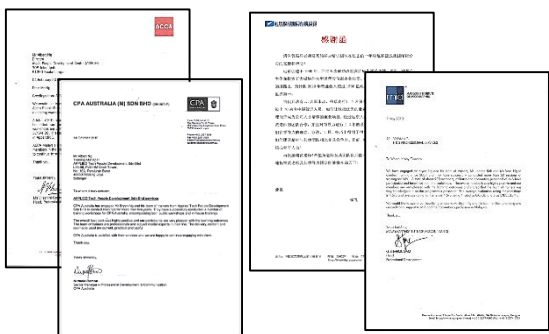
For in house training, customer needs are scope out to adjust the content and training interventions to ensure training effectiveness.



Blended Training

Online Video Learning, Classroom training, Post Training 1-to-1 or Small Group Coaching, Fireplace Talk & Virtual Chat Group are used to enhance learning transfer.

TESTIMONIALS



Feedback from our Participants:

"Patience and understanding and a "tip" just at the right time have developed my ability to capture. I never felt overwhelmed – only encouraged. Thank you!"

"Compared to other training I've taken in the past, this one was absolutely top quality. Intensive content with easy to applicable techniques."

"I truly appreciated trainer's professionalism, knowledge and patience with the class. Clear, concise and rooted in common sense - with a touch of human psychology. Thank you"

"Bryan was great at making adjustments for the different levels that were in the class. He gave little extra things to those who knew more, and paid attention to those who knew less so they did not get left behind."

"His delivery style has set a new benchmark in my expectations as a new edge manager"

"Trainer has professionalism and credibility and knows his stuff! Excellent role modelling of how trainers should present. Great balance of use of 'personal' stories too. Also demonstrated how to handle contingencies well"

"I was very pleased with the training and I only have positive feedback."

"For me it is a perfect overview, with all the necessary presentation techniques where required. It also confirmed to me that it is a fascinating, fast-moving discipline of the future which I'd need to posses to remain outstanding at work or personal life."

"Very useful. Like the class size and being able to share thoughts and experiences throughout the class."

The Garden: Commitment towards Professional Success

The Bridge: Effective Applied Communication in Managing Work Challenge

The Clock: Effective Time Management

- Building win win relationship with boss, colleagues and family
- Uncover the inner strengths and resources
- Understand how to be a high value and high performing staff
- Achieve inner harmony and happiness

CPE/CPD Entitlement

HRDF CLAIMABLE UNDER SBL



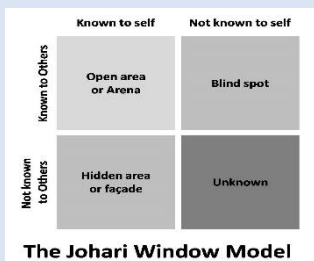
Topic 1: The Garden: Commitment Towards Professional Success

Be in Charge of your Destiny

Many organizations today are operating in an environment characterized by volatility, uncertainty, complexity, and ambiguity, and as a result, good potential staff are likely to struggle with major challenges they never had to deal with before. Hence, managing self is now the first step that every staff should possess to be successful in today's work environment. It is very important to develop your mindset and belief systems to create a healthy working environment.

What you will learn:

- **Acquire** the right mindset you need to work professionally
- **Use** Johari Window to understand yourselves and build self-awareness
- **Learn** techniques to gain wisdom and respect
- **Be Aware** and ready to transform negative thinking
- **Understand** the differences of "urgent" & "important" to manage your time effectively
- **Recognize** our feeling and solve the root cause of problem



Topic 2: The Bridge: Effective Applied Communication in Managing Work Challenges

First Step to Influencing Skills

It is unavoidable in a leadership role that a manager needs to communicate effectively to all levels. An age old aphorism goes, "It's not what you say, but how you say it." Communication is what separates a poor leader from an exceptional one. Good solid organizational communication eliminates barriers; resolve problems and builds stronger workplace relationships for increased productivity. Employees can experience an increase in morale, productivity and commitment if they are able to communicate up and down the communication chain in an organization. Having effective communication skills is the key to good leadership.

Effective communication enables you to communicate even negative or difficult messages without creating conflict or destroying trust.

**We say one thing,
our audience hears something else**

What you will learn:

- ❑ Understand how preconceptions and limited perceptions interfere with communication
- ❑ Leverage assertiveness strategies to redirect staff towards desired behaviour
- ❑ Use techniques to deal with workplace anger and moving colleagues from 'no' to 'yes'
- ❑ Rephrase blunt phrases to prevent offensiveness by accepting others and their opinions based on their style

Topic 2: Effective Time Management: Creatively Managing Time @ Work

Be In-Charge of your Time

Time Management is essentially the ability to organize and plan the **time** spent on activities in a day. The result of good **time management** is increased effectiveness and productivity. It is a key aspect of project **management** and involves skills such as planning, setting goals and prioritizing for a better performance. However, time management is always a challenge to every individual from the good old day till even now when technology is already so advanced. Besides the conventional time management techniques, one must learn how to effectively leverage on technology while continuously work the internal discipline in creating breakthrough time management results.

Would You Want to Know...

- | | |
|--|----------|
| • why are there always interruptions at work? | Yes / No |
| • what takes away your time? | Yes / No |
| • the difference between urgent and important? | Yes / No |
| • how you can be more effective in setting priorities? | Yes / No |
| • how you can leverage on technology to manage time? | Yes / No |
| • how you can influence others to create time? | Yes / No |
| • how to build the right habit in time management? | Yes / No |



Self Enhancement Program

Be in charge of your destiny

APPLIED People has more than 15 years training experience with extensive international intellectual resources where we worked closely with organisations, in China, USA, Singapore, Malaysia, Brunei and others to conduct many choices of structured leadership program where UPDATED + PRACTICAL industry leading enterprise management skills, methods and leadership tools. We combined our psychology expertise with management skills to provide fruitful insights to our clients.

Quality Policy

We strive to continuously improve our training programs in order to uphold the practicality and relevance of the training topics; ensure delivery style adhere to adult learning principles by creating a safe and positive climate to encourage openness in learning



Mr Bryan Ng

An International Trainer with a Unique Combination of Business + Management + Finance + Psychology Expertise!

Trainer Profile

Mr Bryan Ng, Chun Seong (MSc Mngt Psychology (UK), CA, CIMA, MSP, Satir), BSc(Hon)(UK) Acct & Fin Mngt, has extensive management and financial experience and was a Corporate General Manager of a Trading House. He has been conducting training for professionals nationally and internationally in transformational leadership for the past 14 years.

APPLIED

APPLIED Tech People

Development Sdn Bhd
(977323-W)

HP: 016-221 6961

Tel: 03-7661-0158

Website: www.atechpdc.com