Motivasi, Kepimpinan, Hubungan Kemanusiaan Dan Pembentukan Kumpulan Kerja

Course Content

KEPIMPINAN
- Keyakinan diri
- Sikap positif dan penampilan diri
- Kefahaman emosi
- Menyedikan visi masa depan
- Memotivasi pekerja mencapai visi
- Menjadi contoh
- Mengurus prestasi dengan berkesan
- Menyediakan sokongan dan ransangan

HUBUNGAN KEMANUSIAAN
- Layanan ihsan
- Peluang memberi pendaftaran
- Mendengar dan maklumbalas
- Menggunakan idea orang lain
- Hormat dan keadilan
- Penglibatan memuaskan
- Pujian dan kritikan

MEMBENTUK KUMPULAN KERJA
- Matlamat yang jelas
- Komitmen dan kecenderungan
- Pelan dan kawalan
- Kerjasama dan komunikasi
- Inovasi kreatif dan ganjaran
- Koordinasi dan budaya kerja

REGISTRATION FORM

FMM INSTITUTE PERAK
(Centre for Professional Development)

Attn : Puan Eda / Ms Harvindar / Ms Nicole
No. 1, Lorong Raja DiHillir, Off Jalan Raja DiHillir, 30350 Ipoh, Perak.
Fax. No. : (05) 548 8221 & (05) 548 8331 • Tel. No. : (05) 548 8660
Email : fmmperak@fmm.org.my

FMM INSTITUTE PERAK

Motivasi, Kepimpinan, Hubungan Kemanusiaan Dan Pembentukan Kumpulan Kerja

Dear Sir / Madam

Please register the following participant(s) for the above programme:

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<th>Name</th>
<th>Designation</th>
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Submitted by:

(please attach a separate list if space is insufficient.)

Name: __________________________ Designation: __________________________
Company: __________________________ Tel: __________________________
Fax: __________________________ Email: __________________________
Address: __________________________

FMM Membership No: __________________________ MyCoID: __________________________

Fees are inclusive of all course materials, refreshment, lunch and certificate of attendance.

Payment:
- Cheques made in favour of FMM Institute Perak, you are deemed to have read and accepted the terms and conditions. The course would also be deemed as confirmed unless informed otherwise.
- Will be based on First-Come-First-Served basis.

Closing date: April 16, 2014
Medium of Instruction: Bahasa Malaysia
CPD: 14 hours

For SBL Scheme, an Attendance of 100% is a MUST, in any case, employers will be billed in full.

Fees: RM 500.00 per pax
RM 600.00 per pax

Fees include Course Materials, Refreshment, Lunch and Certificate of Attendance.

FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

Disclaimer:

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