



#Public Training/Workshop#

JOM JADI KREATIF

"The Art Of Adventure For Lifelong Learning"

OBJECTIVE

- ◆ Membangkitkan gaya berfikir yang menyeluruh dan secara kreatif dan inovatif selari dengan matlamat Malaysia Inovatif
- ◆ Meningkatkan Kecekapan dan Produktiviti dalam tugas secara kreatif
- ◆ Membangunkan kecemerlangan diri peserta dalam mengoptimumkan proses menjadi perkerja yang kreatif dan cemerlang
- ◆ Menyelesaikan masalah dan membuat keputusan yang lebih efektif dan kreatif

METHODOLOGY:

- ◆ CeramahInteraktif
- ◆ Kumpulan Dinamik
- ◆ Simulasi
- ◆ Permainan danAktivitiKreatif
- ◆ Tayangan Video

Program Schedule :

Registration	: 8.30am
Morning session	: 9.00am - 10.30am
Morning Tea	: 10.30am - 10.45am
Lunch	: 1.00pm - 2.00pm
Afternoon session	: 2.00pm - 3.30pm
Afternoon Tea	: 3.30pm - 3.45pm
End	: 5.00pm

WHO WILL BENEFIT :

Kepada sesiapa yang berminat untuk menjadi kreatif , bijak berfikir , dan produktif dalam tugas.

Untuk level atasan juga perlu menghadiri program ini kerana program ini mampu membuat anda membuat keputusan lebih efektif dan kreatif.

Date:

22 - 23 Mar & 26 - 27 Sept 2017

Duration:

2 days (9am - 5pm)

Medium:

Bahasa Malaysia

Venue:

Vistana Hotel, KL

Trainer:

Sharifah Anisah Syed Idrus



COURSE OUTLINE

TRANSFORMASI

- ◆ Mengenalpasti Bakat dan Kelebihan Diri
- ◆ Berfikir dan Berjiwa Besar
- ◆ Melakukan Pencerahan Sikap
- ◆ Merentas Masa Depan
- ◆ Hijrah Minda
- ◆ Masa untuk Inovasi

PERSONALITI DAN KREATIVITI

- ◆ Otak / Minda dan Kaitannya dengan Kreativiti
- ◆ Fungsi Otak
- ◆ Fungsi Otak Kanan dan Otak Kiri
- ◆ Soalan Latihan untuk Otak Kanan dan Kiri
- ◆ Kenali Personaliti Otak Kanan dan Kiri
- ◆ Sifat-sifat Orang yang Kreatif
- ◆ Ketahui Masa yang Paling Sesuai untuk Menjadi Kreatif

PENGENALAN KEPADA KREATIVITI

- ◆ Apa itu Kreativiti dan Inovasi?
- ◆ Kenapa Kreativiti itu Penting?
- ◆ Bagaimana untuk Menjadi Seorang yang Kreatif?
- ◆ Teori Pemikiran Kreatif
- ◆ Ciri-ciri Pemikiran Kreatif
- ◆ Teknik Menerbitkan Idea Kreatif
- ◆ Bagaimana hendak Mengasah Pemikiran Kreatif
- ◆ Konsep Pemikiran Kritis
- ◆ Pemikiran Kreatif vs Pemikiran kritis
- ◆ Sifat Pemikiran Kritis
- ◆ Bila dan bagaimana Pemikiran Kritis digunakan
- ◆ Logik dalam Pemikiran Kritis

TEKNIK-TEKNIK KREATIVITI

- ◆ Brainstorming
- ◆ Mind Mapping
- ◆ Six Thinking Hats

KREATIVITI DALAM KOMUNIKASI

- ◆ Komunikasi Interpersonal
- ◆ Teknik Komunikasi yang Kreatif
- ◆ Auditory Communicator
- ◆ Kinesthetic Communicator
- ◆ Visual Communicator
- ◆ Kenali Cara Anda Berkomunikasi

INOVASI DI TEMPAT KERJA

- ◆ Apa itu Inovasi?
- ◆ Konsep Inovasi
- ◆ Jenis-Jenis Inovasi
- ◆ Bagaimana hendak Menggalakkan Inovasi di Tempat Kerja
- ◆ Ciri-ciri Orang yang Inovatif
- ◆ Lakaran Inovasi
- ◆ *The Paper Clip*
- ◆ *INNO FUN*
- ◆ *INNOVATE NOW!*

HALANGAN DALAM KREATIVITI DAN INOVASI

- ◆ Salah faham terhadap Kreativiti dan Inovasi
- ◆ Halangan kepada Kreativiti dan Inovasi
- ◆ Bagaimana hendak Atasi Halangan



Course Outline

SHARIFFAH ANISAH SYED IDRUS'S

Shariffah Anisah Syed Idrus's wealth of experience in training and development gleaned from working for prominent organisations namely Celcom, TMNet, Telekom Malaysia (TM), BSN, KASK Access Inc. and Bank Muamalat Malaysia Berhad. Since commencing her career, she has progressed through a variety of management positions to firmly establish herself as an influential and highly respected, multi-skilled trainer, facilitator and consultant.

Shariffah Anisah started her career as Product Trainer at Mobile Services Division, Celcom. After 5 years, she moved on to become Trainer at Telekom Training College, focusing on soft-skilled programs such as Core Values Program (Mission and Vision), Team Building and Change Management. When she was conducting the Core Values Program, she trained almost 5000 TM employees. Shariffah Anisah moved on to become the Training Manager at BSN before joining KASK Access Inc Sdn Bhd.

Shariffah Anisah gained her consultancy experience while becoming Senior Consultant at KASK Access Inc Sdn Bhd. Moving forward, Shariffah Anisah joined Bank Muamalat Malaysia Berhad to become the internal Coach and trainer. At BMMB, she conducted softskills programs as well as conducting coaching training programs, namely Coaching for Performance, Developing Supervisory Skills, Hijrah to Success and Team Building Programs.

Training has always been Shariffah Anisah's passion and interest. Shariffah Anisah's enthusiastic approach to training is simple yet results-oriented: "Learning by Doing" – the experiential approach. It is generally recognised that there is a challenging gap between knowing a principle and applying it in the real world situation. Therefore, Shariffah Anisah's training programs focus on the immediate effective transfer of skills from the training room to the work environment. Since it is an adult learning process, training programs are highly interactive and application of management games which are related to the focused programs.

She also strongly believes that training is not just transferring of knowledge and skills but it is actually a process of sharing information, knowledge and skills between the facilitator and participants.

IN-HOUSE TRAINING

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ASL Training offers In-House training programs specially designed to meet the particular needs of the client's / organizations.

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Registration Form

JOM JADI KREATIF

Date : 22 - 23 Mar & 26 - 27 Sept 2017 | **Venue:** Vistana Hotel, KL

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

icare@asl-solutions.com ; shafi@asl-solutions.com

FAX : +603-5545 1978 ; TEL : +603-5542 0023 (Hunting Line)

PARTICIPATION FOR TWO DAYS WORKSHOP FEE :

RM 1000 Per Pax (Normal Price)

GROUP REG: RM 750 PER PAX!!

(UPON MINIMUM 4 PAX's REGISTRATION— T&C APPLY)

Or Single Reg: RM 900 PER PAX

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ALL in this ONE registration! *T&C Apply*

PARTICIPANT'S NAME :

Name : _____

Position: _____ Dept: _____

DL : _____ HP: _____

Email: _____

Name : _____

Position: _____ Dept: _____

DL : _____ HP: _____

Email: _____

Company Name: _____

Address _____

City: _____ Postcode: _____

Tel : _____ Fax: _____

(Authorization (Signatory must be authorized on behalf of the company)

Person In Charge:

Name: _____

Position: _____ Department : _____

DL: _____ Email : _____

Signature: _____ Date: _____

This booking is **invalid** without a signature & company stamp.

TERMS & CONDITIONS:

- Workshop Fee is not inclusive of accommodation and transportation
- Fees are inclusive of program materials and refreshments.
- Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10) working days upon the issuance of invoice or a letter of undertaking (LOU) .Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

4.CLIENT'S CANCELLATION/SUBSTITUTION

Client's cancellation must be received in writing by MAIL or FAX two (2) weeks prior to the event in. All bookings carry a **50% cancellation** liability should the notice given is less than two(2) weeks and **100% cancellation** liability 7-days prior to the event

Non-payment or non- attendance does not constitute cancellation. (However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing)

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded,

ASL Group reserves the right to change the content without notice.

6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.

7. Important note: In the event that if ASL Group permanently cancels the event for any reason whatsoever, (including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.

8. All Payment should Be Made to :

ASL Training & Consultancy Sdn. Bhd.

COMPANY STAMP



PUBLIC TRAINING CALENDAR JAN - DEC 2017

PROGRAM / COURSE	DURATION (DAY)	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Effective Budgeting & Cost Control Training	2		15 - 16					18 - 19					5 - 6.
Finance Management Course for Non-Finance Professionals	2		22 - 23						16 - 17				5 - 6.
Quality Performance Indicator For Accounting Personnel	2		22 - 23								10 - 11.		
Human Resource Management Training	2	11 - 12.								19 - 20			
Training Needs Analysis	2				18 - 19							1 - 2.	
5 Star Customer Services	2			29 - 30							24 - 25		
Managing Customer & Complaints	2		15 - 16							26 - 27			
Leaders of 21st Century	2	18 - 19										21 - 22	
Management, Leadership and People Skills for New Leader & Executive	2				18 - 19					12 - 13.			
Higher Productivity & Effective Supervisory Skills	2							11 - 12.					12 - 13.
Kepimpinan & Penyeliaan Yang Berkesan	2	25 - 26											
People Skill For Making Result	2	18 - 19										21 - 22	
Sefiasaha Cemerlang 2017	2				19 - 20				9 - 10.				
Positive Attitude At Work	2					18 - 19		25 - 26					6 - 7.
Bengkel Sikap Kerja Positif	2					18 - 19							
EQ & Stress Management	2				25 - 26								11 - 12.
Pengurusan Rekod Dan Fail Yang Efektif	2			22 - 23		16 - 17						13 - 14	
Pengurusan Stor Dan Inventori Berkesan	2			22 - 23		16 - 17						13 - 14	
Pengurusan Masa, Multitasking & Tekanan Secara Efektif	2								22 - 23		23 - 24		
Behavioral Interview Technique	2					22 - 23					10 - 11.		
Recruitment & Selection Training	2					22 - 23					10 - 11.		
Professional Sale Excellence	2	25 - 26											
Closing Sale With The Power of Profiling	2				18 - 19								13-14.
Jom Jadi Kreatif!	2			22 - 23						26 - 27			
Excellent Business Communication Skills (Using NLP)	2					23 - 24							
Kemahiran Interpersonal (NLP)	2												
Writing Good Business Documents & Reports	2	11 - 12.											
Professional Grooming	2		22 - 23										
Microsoft Excel Training (Intermediate)	2				11 - 12.								
Microsoft Excel Training (Advance)	2				11 - 12.								
Communicating In English - Speak Well, Present Yourself Well	2					3 - 4.							
Awareness On Rigging & Slings Training	2			8 - 9.									
14 Quality Tools For Decision Making & Process Improvement	2			14 - 15									
Poka Yoke - Achieving Zero Defects in Production Operation	2										10 - 11.		
Expanding Future Success Through Lean Manufacturing Program	2					8 - 9.				26 - 27		1 - 2.	
										12 - 13.			

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PEMBANGUNAN SUMBER MANUSIA BERHAD

