



Public Training/Workshop#

BENGKEL SIKAP KERJA POSITIF

"THE ART OF ADVENTURE FOR LIFELONG LEARNING"

PENGENALAN

Mengekalkan SIKAP positif di tempat kerja boleh menjadi sukar pada masa-masa tertentu kerana anda mungkin perlu berurusan dengan tugas-tugas yang memberi tekanan dan cabaran setiap hari. Anda boleh dengan mudah berasa penat dan kecewa sebelum menyelesaikan tugas tertentu.

Melaksanakan SIKAP positif di tempat kerja membawa maksud mewujudkan persekitaran yang menyeronokkan dan produktif. Ini juga bermaksud mewujudkan jadual kerja yang tidak membawa kepada tekanan emosi dan fizikal.

METODOLOGI

Program yang menarik, penuh dengan interaksi, cabaran dan aktiviti dapat memberi pembelajaran dan kesan optimum (**Active Learning & Experiential Learning Techniques**). Metodologi yang digunakan adalah seperti Perbincangan, Aktiviti Mencabar Fizikal & Minda, Simulasi & 'Role Play', Kajian Kes, Video & Audio, 'Reward & Award'.

Menggunakan Teknik Analisa Profil Motivasi Di Tempat Kerja bagi mengenal pasti faktor dan masalah secara Saintifik:

- Berdasarkan **NLP (Neuro-Linguistic Programming)**
- Herzberg Motivation Profile
- DiSC® / MBTI®

OBJEKTIF PROGRAM

- Meningkatkan tahap motivasi yang tinggi pada peserta dengan kaedah 'Self Motivated and Self Improvement'.
- Mewujudkan aura positif dalam menjadi insan cemerlang.
- Membantu peserta dalam mengenal pasti permasalahan sikap dan budaya kerja serta menyediakan penyelesaian dalam teknik peningkatan diri secara menyeluruh.
- Mengenalpasti faktor kejayaan serta membuat pembaharuan dalam diri.
- Meletakkan asas dan matlamat yang lebih jelas dalam Ibadah VS Kerjaya.
- Melengkapkan diri dengan keperluan individu dalam organisasi rasmi, masyarakat mahupun keluarga.

JADUAL PROGRAM

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

TARIKH

18 - 19 May 2017
25 - 26 Jul 2017

TEMPAT

Vistana Hotel, KL

DURASI

2 days, 9am - 5pm

PENCERAMAH

Mr. Mohammad Aslam

BAHASA

English & Bahasa Malaysia



COURSE CONTENT

MODUL 1 : PERSONALITI CEMERLANG & MOTIVASI DIRI

- Mengenal Diri
- Akhlak & Personaliti
- Carta Kehidupan.
- 6 Sebab kenapa Tidak Bermotivasi & Gagal !
- Faktor Motivasi
- Alat kawalan Diri
- Membina Motivasi & Keyakinan Diri

MODUL 2 : SIKAP POSITIF SERTA KEKUATAN DALAMAN

- Sikap Kerja Positif
- Aura Positif
- Kegagalan Satu Kejayaan
- IQ vs EQ serta Faktor SQ
- 4 Faktor Paradigma Perubahan
 - i) 'Change the Mindset'
 - ii) 'Choose Friends'
 - iii) 'Choose the Platform'
 - iv) 'Change the Environment'
- Penghayatan Nikmat dan Syukur

MODUL 3 : 7 PENINGKATAN & TRANSFORMASI PERIBADI CEMERLANG & PROFESIONAL

- Diri Proaktif
- Matlamat – Ciptaan Minda
- Komunikasi Berkesan
- Pengurusan Stress
- Pengurusan Tanggungjawab / Masa
- Kemahiran Perhubungan Manusia
- Kerja Berpasukan

MODUL 4 : 6 PENINGKATAN DAYA SAING PEKERJA DAN KREATIVITI

- Wujudkan Budaya Profesionalisme
- Kerjasama & Jaringan dalam Keluarga, Organisasi & Masyarakat
- Kepentingan Kreativiti dalam Menambah Nilai Kecemerlangan
- Hubung-kait Kreatif dan Penyelesaian Masalah dan Konflik
- Teknik Pengurusan Berkesan
- Situasi Menang-Menang dalam Diri
- Model Kepimpinan Mulia

MODULE 5: 5 DIMENSI PEMBAHARUAN DIRI DAN KERJA-YA

- Pembaharuan Fizikal
- Pembaharuan Mental
- Pembaharuan Emosi
- Pembaharuan Spritual
- Pembaharuan Sosial

MODULE 7: 'MASTERING SUCCESS'

- 7 nilai kejayaan (Internal & Exteral)
- Kejayaan dan Keberkatan
- Apa yang anda fikirkan? – pengaturcara minda



SIAPA YANG PATUT HADIR

Sesuai kepada semua peringkat jawatan yang perlukan motivasi pekerja. Program ini sangat menarik kerana ianya dapat membantu peserta dalam mengenal pasti permasalahan sikap dan budaya kerja serta menyediakan penyelesaian dalam teknik peningkatan diri secara menyeluruh.



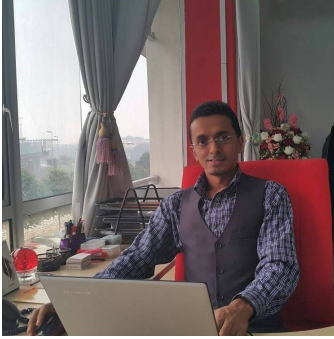
TRAINER PROFILE

MOHAMMAD ASLAM B MOHAMMAD

B. Sc. Hons (IT), General Science (Kuwait)

Certified NLP® Practitioner (ABNLP),

Time Line Therapy® Practitioner (TLTA)



A degree holder in Information Technology major on Production Engineering in a local university and General Science Studies in Kuwait, Mohammad Aslam has been in training and consultancy field which is.

Mohammad Aslam also had attended numerous training which enables him in enhancing his competency in performing his task. As known to be an energetic and dynamic trainer, he has conducted training and facilitation for organizations and individuals to be leaders of today's demanding society. Besides that, Mohammad Aslam plays a big role in the society to produce more entrepreneurs with his framework/structure program. An accomplishment in his program design was the recognition from higher education recognition and the years of commitment from entrepreneurship institution in the government with him. Among the unique approach that he use in his design is 'real business simulation program' based on Learn – Do – Feel – Faced methods.

He normally share the use of psychometric instruments or tools that helps people understands their psychological preferences, improve relationships and fulfil human potential in his training programs. He adopts a very participative approach in his training using lectures, group activities, case study, role play, discussions, and real life simulations. His work in training clients includes identifying the deficiency/gap, training design, formulating training strategies, training plan and carrying out customized training programs with emphasis on result.

His skills and experience make him a value trainer and consultant for organization such as Telekom Malaysia (TM), Proton, Toyota, Delphy, HP, PJ Bumi, Universiti Teknologi MARA (UITM), International Islamic University (IIUM), Management Science Universiti (MSU), Kumpulan Karangraf, TLDM, YAUM Foundation, Perbadanan Kemajuan Negeri recognized by the government and corporate agencies. As a professional trainer that specializes in human development areas such as Motivational Programs, Team Building, Management Skills, Communication, Negotiation, Office Management, Training Need Analysis-TNA, Train the Trainer-TTT, Presentation, Time Management, Positive Work Culture, Stress Management and Entrepreneurship Development programs.

He has worked from the executive to senior managerial position which has enriched his exposure in dealings with employees and understanding the complexity of people behaviors. Mohammad Aslam has extensive experience in the field particularly in various industries such as creative, publishing, production & manufacturing. In the industry, Aslam was also responsible for the development and execution of Training Need Analysis (TNA), 5S Project, Total Productive Maintenance (TPM), Transformation Work Culture Program, and The Apprenticeship Structured Program (consist of On The Job and Off The Job Training). He was also responsible for the safety and ISO Internal Audit committee.

He incorporates his experience and knowledge in his programs to share and give the effective learning to his participants. As a trainer and consultant with his years of experience and the combination of his jovial, energetic, and colourful disposition when coupled with knowledge and wisdom, Mohammad Aslam has the ability to draw out the best outcome and deep impacts on clients immensely.

He is a certified trainer by PSMB (No: TTT/0450)

IN-HOUSE TRAINING

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Registration Form

Bengkel Sikap Kerja Positif

Date : 18 - 19 May 2017 & 25 - 26 Jul 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 1100 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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2. You will get an **EXCLUSIVE** access to our **PRIVATE E-LEARNING** portal worth **Rm300, life-long!!**

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:

1. Workshop Fee is not inclusive of accommodation and transportation
2. Fees are inclusive of program materials and refreshments.
3. 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.
Benakel 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								7 - 8.				
Writing Good Business Documents & Reports	2	11 - 12.						11 - 12.					
Professional Grooming	2		22 - 23									3 - 4.	5 - 6.
Microsoft Excel Training (Intermediate)	2				11 - 12.					22 - 23			
Microsoft Excel Training (Advance)	2				11 - 12.					22 - 23			
Communicating In English - Speak Well, Present Yourself Well	2					3 - 4.							4 - 5.
Awareness On Rigging & Slinging Training	2			8 - 9.							10 - 11.		
14 Quality Tools For Decision Making & Process Improvement	2			14 - 15									1 - 2.
Poka Yoke - Achieving Zero Defects in Production Operation	2									26 - 27			
Expanding Future Success Through Lean Manufacturing Program	2					8 - 9.				12 - 13.			

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