



Public Training/Workshop#

POSITIVE ATTITUDE AT WORK

"THE ART OF ADVENTURE FOR LIFELONG LEARNING"

INTRODUCTION

Maintaining a **positive ATTITUDE in the workplace** can be difficult at times because you may have to deal with stressful tasks and challenges on a daily basis. You may easily feel fatigued and frustrated before the deadlines and obstacles.

Implementing **positive ATTITUDE in the workplace** means creating an environment that is relatively enjoyable and productive. This also means creating a work schedule that does not lead to emotional and physical distress.

METHODOLOGY

In this experiential training, the training facilitator adopts a coaching and facilitative approach. It is very important to engage the participants in reviewing their own outcomes.

The activities are designed to illustrate key issues that the participants are facing in by using effective tools such as NLP and Herzberg Motivation Profile to create illustrations, demonstrations and activities such as role plays, Mind exercises, group discussion.

PROGRAM OBJECTIVE

- **Use of the natural power of thinking** - to Improve personal belief, building rapport and life balance to achieve maximum output.
- **Work better with others** – develop the flair to interact well with others.
- **Enhance quality of life** – make better choices and discover new directions.
- **Motivate yourself and others** – To develop motivation at work by self-improvement and self-motivated
- **Become a better communicator** – communicate with integrity and clarity
- Individuals will start to **shift from the behavior** of blaming others, process, procedure, giving excuses, and other facts in which they have no control upon.

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

DATE

18 - 19 May 2017
25 - 26 Jul 2017

VENUE

Vistana Hotel, KL

DURATION

2 days, 9am – 5pm

TRAINER

Mr. Mohammad Aslam

MEDIUM

English & Bahasa Malaysia

WHO SHOULD ATTEND?

Suitable for all levels of office workers who need motivation. The program is very interesting because it can help participants in identifying problems, attitude and work culture as well as providing solutions in overall technique of self-improvement.

COURSE CONTENT

UNDERSTANDING AND DEVELOPING MY MOTIVATION FACTORS (USING HERZBERG MOTIVATION PROFILE®):

- Accessing my motivation level: Herzberg Motivation®
- Proactive Re-Action to develop my motivation level – Self motivated
- Overcome the road block and negativity on me

THE POWER OF COMMUNICATION AND RAPPORT BUILDING (USING NERO-LINGUISTIC PROGRAMMING - NLP)

- Aligning Natural Power IQ-EQ-SQ
- How to use the left and right side of your brain to achieve its full potential
- Effective communication
- Rapport Building
- Advance language patterns that access the subconsciousness.
- What words to use to encourage better communication, how to use body language to build rapport
- The Buying Factors – Influence Others with NLP techniques
- 4 Factors of Paradigm Changes
 - i) 'Change the Mindset'
 - ii) 'Choose Friends'
 - iii) 'Choose the Platform'
 - iv) 'Change the Environment'

ESSENTIAL SKILLS OF HIGHLY EFFECTIVE PEOPLE

- Proactive - Positive Thinking
- Goal Setting
 - i. Visualization
 - ii. Case study
- Prioritization
 - i. Time And Self Management
 - ii. Stress And Anger
- Team Work
- Kaizen – Continuous Improvement
 - i. MEP2S Concept
 - ii. 'Sharpen The Saw'

5 DIMENSIONS OF SELF RENEWAL AND CAREER

- Physical renewal
- Mental reform
- Emotions renewal
- Spiritual renewal
- Social updates

BECOME A STAR PERFORMANCE

- Identifying our domain of duties and responsibilities
- Setting excellent standard for each duty and task
- 4 quadrant (I care and I know)
- How to become star performer
- Commitment = Fair, Not Fair and Bless

6 COMPETITIVENESS IMPROVEMENT OF EMPLOYEES AND CREATIVITY

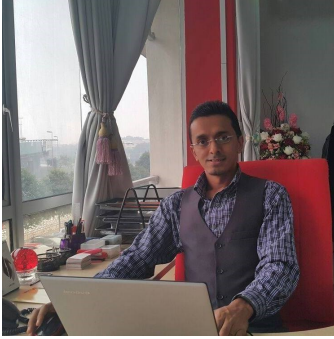
- Establish a culture of professionalism
- Collaboration & Networking in Families, Organizations & Society
- Importance of Creativity in Adding Value
- Connection between Creative problem Solving and Conflict
- Effective management techniques
- Win-win situations in yourself.
- Honorable model for leadership

'MASTERING SUCCESS'

- 7 success (Internal & External)
- Success and Blessing
- What are you thinking? - Programmers mind



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

Do you have 5 STAFF and above with similar training requirements?

Call us **NOW** at **+603-5542 0023** / icare@asl-solutions.com

Our program is claimable fully under HRDF/PSMB / [Click here](#) to check out our crazy PROMOTION



Registration Form

Positive Attitude At Work

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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1. You will get a chance to **WIN a MYSTERY GIFT during the program!!**
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.
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 & Slinging 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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