

WOMEN'S INSTITUTE OF MANAGEMENT

(INSTITUT PENGURUSAN WANITA (WIM)) (Company No. 264164-K)

(A Non Profit Company Limited by Guarantee and Without Share Capital)



MANAGING SELF, TIME & STRESS

This customizable and fully reproducible skill-based workshop is designed for leaders/managers in the organization. This interactive program provide participants with an arsenal of practical tools - from self leadership, understanding behavioral styles, NLP stress management techniques, best practices and many more to give your leaders a leading edge!

Program Outcome:

- Develop strong personal leadership characteristics
 - Instill self-discipline
- Connecting to oneself and discover true motivation
 - Managing time & setting priorities effectively
- Keeping calm and objective in stressful situations
- Develop solid foundation for inter-personal skills
 - 'Winning' and long term relationships
 - Discover different personalities

Module 1: Personal Success & Effectiveness

- Success Principles - Do you have it?
- Success Paradigms - Unlocking Your Potential
- Success Process 1 - Response-Ability
- Success Process 2 - Working Smart & Winning Focus

Module 2: Be the Captain of Your Ship

- Developing Your 'Life Sentence'
- The Art of Goal Setting
- The Science of Goal Getting
- Aligning Personal & Professional Goals

Module 3: Time Management

- Managing Self & Time - Compass vs Clock
- The Art of Delegation
- Productivity - Getting More with Less

Module 4: Leading Self: Connecting with Your Staff

- Personality Profiling - Understanding Human Behaviors
- The Motivational Factors of Each Behaviors
- NLP Techniques for Quick Rapport Building
- Rapport Building with NLP Representational Systems

Module 5: Keeping Your Sanity with Stress Management

- Understanding Stress
- Stress & Health - Using Stress to Your Advantage
- Stress Measurement - How Stressful Are You?
- Strategies for Stress Management

FACILITATOR

Loke Kok Wah

Loke is one of the most articulate, energetic, powerful and thought-provoking 'inspirational' trainer with over 16 years in the sales, service and talent development industry. He has trained and coached over 18,000 people, from chefs and clericals to CEOs and senior management of multinational companies. Loke has given talks in Indonesia and Singapore. His delivery methods are unique and fresh, incorporating 'magic', humor and 'object lessons' to empower participants to discover new learning and perspectives.

MANAGING SELF, TIME & STRESS

22nd – 23rd Nov 2017 (Wed - Thur), 9 am - 5 pm

**Fees: Member – RM1000.00 Non-Member – RM1200.00
Group (min 3) – RM1100.00**

Name (1): _____

Name (2): _____

Name (3): _____

Company: _____

Address: _____

Postcode: _____ City: _____

Tel: _____ Fax: _____

Handphone: _____ E-mail: _____

Payment Details:

By Cheque / Cash: I enclose cash/cheque RM _____ payable to **'Women's Institute of Management'**

Bank the payment into **Women's Institute of Management**'s account:

Bank : **CIMB Bank Berhad** Account No.: **8000694925**

(fax or email the bank-in slip as the proof of payment)

By Credit Card: Please charge RM _____ to my credit card: V / M

Name of Cardholder: _____

Credit Card No.: _____ Expiry Date: _____

Card Issuing Bank : _____

Please tick if you are WIM Member

I understand that a place is reserved when payment has been received by WIM

Signature _____ **Date** _____

REGISTRATION FORM

ADMINISTRATIVE DETAILS

Venue: 1st Floor, Wisma WIM
7, Jalan Abang Haji Openg
Taman Tun Dr. Ismail
60000 Kuala Lumpur.

Tel : 03-7725 0268 / 0288 ext 16

Fax : 03-7725 0286

E-mail : nyk@wimnet.org.my

Website: www.wimnet.org.my

Fees inclusive of 6% GST, tea-breaks, luncheon, course materials and Certificate of Attendance.

REGISTRATION POLICY

REGISTRATION

Registration Form must be completed and submitted together with full payment of the seminar fees to WIM before commencement of the seminar. Otherwise, we may have to treat your registration(s) as unconfirmed.

SUBSTITUTION OR CANCELLATION

Substitution of participant(s) is allowed provided WIM is notified in writing of the same with the name of the new participant(s) at any time prior to commencement of the seminar.

WIM reserves the right to cancel, reschedule or postpone the seminar due to unforeseen circumstances. Every effort will be made to inform registered participants.

PAYMENT

Payment paid is not refundable.

GROUP DISCOUNT

An organization sending 3 or more staff members to attend is entitled to RM1100 per participant.

HRDF SBL Claimable