

SBL CLAIMABLE

SHARPENING ADMINISTRATIVE REFORMATION PROGRAM (SHARP)



OVERVIEW

These had led to the decision on maximising the employees' capabilities and competencies in order to meet the organisational goals continuously and consistently. It applies to every category of employees in the organisation. The need to have multiple skills helps employee to diversify their roles and responsibilities shifting from traditional functional towards strategic functional.

OBJECTIVES

- Understand the current business challenges and the impact towards customer's expectation
- Be more proactive and creative in developing performance improvement actions continuously
- Bring them out from a comfort zone and always think out of the box in order develop strategic partner thinking
- Enhance interpersonal skill through NLP techniques

COURSE OUTLINE

- Module 1 :Building A Strategic Partner Thinking
- Module 2: Enhancing Job Efficiency and Effectiveness
- Module 3: Interpersonal and Communication Skills using NLP Techniques
- Module 4: SMART Skills in Creating Solutions
- Module 5: Building Pro-Creative Mind-Set
- Module 6: Self-Empowerment

WHO SHOULD ATTEND?

All Executives, Officers, Administrators and support Staff



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