

CREATING PERFORMANCE EXCELLENCE



**HRDF
Claimable**

OBJECTIVE

By participating in this 2-days training workshop, participants will be able to understand what is the true art of motivation that will last a lifetime. They will be going through a step by step process on how to enhance their current level of motivation and sustain it for long term. Simple and practical tips on how to motivate yourself within seconds when faced with challenges in life will also be given during the course.

TARGET AUDIENCE

General workers, Admin. Asst,
Clerical Staff, Supervisors,
Secretaries, Executives, Office
Administrators, Technician,
Engineers, Asst. Managers.

THE OUTLINE

- Impact of Formative Years
- Acting On Desire vs. Actual Performance
- Managing Your Attitude
- Secret of Problem Solving
- Identifying Your Working Style
- Managing Your Time to Achieve Your Goals
- Setting Your Priorities Right
- Motivation as a Booster

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