

SBL CLAIMABLE

MANAGING PEOPLE AT WORK



OVERVIEW

Learning the art of managing people will enhance your performance to strategically position yourself towards career success. This course will focus on developing all staff to become self-directed performers with the right attitude for learning and ultimately deliver high quality work that will make a bottom-line difference in your organization.

OBJECTIVES

- Be able to understand how staff performance can be evaluate
- Discover important factors that influence behaviour
- how to become a change agent and role model to staff
- learning the needs of staff quickly
- how to manage various staff behavior

COURSE OUTLINE

- Module 1 : Understanding your attitude and your image
- Module 2: Identifying core competencies
- Module 3: Understanding your attitude and your image
- Module 4: Recipe of "excellency"
- Module 5: Changing your thought process
- Module 6: Making attitude work for you



WHO SHOULD ATTEND?

All Executives, Officers,
Administrators and
support Staff



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