



# THE SECRET OF SUCCESS COMMUNICATION THROUGH HORESO

## OVERVIEW

### LEARNING OUTCOMES:

- To understand the best practices of reporting system, sharing of information and consultation with and within organisation
- To learn the best methods of instructing tasks and receiving feedbacks from subordinates in the organisation
- To transform employee's mind from Re-active thinking into Pro-active thinking and understanding the concept of thinking outside the box
- To develop the spirit of team working and transforming their mind-set from Individualism into working in team mode
- To have further understanding on their roles and remain passionately dedicated to their future working environment
- To enable students communicate professionally and timely while excelling in their respective responsibilities
- To prevent expensive mistakes and errors, while Invigiroting corporate Culture in the future

At the end of this program, the participants will:

- ✦ Setting goals for career growth
- ✦ Art of working SMART
- ✦ Thiking – Fast and Smart – On Your Feet
- ✦ Understand the HO-REN-SO philosophy
- ✦ Understand why HO-REN-SO way is the essential tool of information-sharing in the area of reporting, discussing, communicating and influencing
- ✦ Gain practical HO-REN-SO tools that will allow them to participate more dynamically in solving workplace problems more effectively and timely

## OBJECTIVES

## WHO SHOULD ATTEND?

This programme is a skills-based course designed for those from non-executive to senior executive.

- ✦ Module 1: Setting Goals for Career Growth
- ✦ Module 2: The Art of Working SMART
- ✦ Module 3: What is HO-REN-SO and It's Benefits?
- ✦ Module 4: Ho-REN-SO Management (1) HOKOKU (Two-Way Reporting)
- ✦ Module 5: Ho-REN-SO Management (2) RENRAKU (Information Sharing)
- ✦ Module 6: Ho-REN-SO Management (3) SODAN (Consultation & Networking)

## WORKSHOP OUTLINE

If you have any enquiries, please contact

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email: [info@comfori.com](mailto:info@comfori.com)

**SBL CLAIMABLE**



MINISTRY OF FINANCE

