

# Personal Retreat for Inspiring Strategic Manager (PRISMA)

- ▶ 19 - 20 December 2018
- ▶ Premiera Hotel, Kuala Lumpur

## Find 3 Factors to lead to the final results that an organisation Achieves through its managers.

### PARTICIPANTS (TARGET GROUP)

- Executives    ▪ Senior Executives    ▪ Senior Managers
- Managers    ▪ Assistant Managers    ▪ Heads of Department

### LEARNING OUTCOME

After attending this programme, the participants will be able to:

- To explain the concept and importance of management and leadership skills in managing the organisation
- To clarify roles and responsibilities of managers and leaders in managing the organisation
- To identify the characteristics of a successful leader and manager
- To apply effective methodology and approaches of management

### CONTENTS

#### Concept And Importance Of Management And Leadership Skills

- Management vs. Leadership
- Why management and leadership skills are important

#### Roles And Responsibilities Of A Manager

- Roles and responsibilities towards the organisation
- Roles and responsibilities towards the employees
- Techniques to effectively delivery

#### Basic Functions Of Management And The Implimentation

- The goal of management
- The function of planning, organising and leading
- Controlling based on the hierarchy of the organisation

#### The Model Of A Successful Manager

- The characteristics of a successful manager
- The core competencies of a manager

#### Leadership In An Organisation

- The objectives of leadership in organisation
- Various leadership styles and it's suitability for various situations
- Developing leadership skills

#### Improving The Quality Of Leadership Through Human Skills

- The principles of human psychology
- Guides for effective communication
- Enhancing performance through motivational strategies

### FACILITATOR



#### HAJI MOHAMED ROSLI B ABD HAMID

has more than 30 years of experience started with logistics management. He subsequently moved deep into Human Resource and Industrial relations and finally topped it up with learning consultancy & facilitation. His wide HR experiences in PETRONAS Dagangan Bhd, Idemitsu Styrene Monomer and Akademi Laut Malaysia have provided strong foundation for his ultimate L&D consultancy role. He was involved in investigation activities and other roles in disciplinary process. He used to be an active member of Malaysian Employers' Federation (MEF) Johor Bahru which carried him to sit in Industrial Court hearing as representative of employers. In training his focus areas include leadership, mind-set integrity, coaching and career management. Currently an Associate Learning Facilitator for PLC in various programs including Hearts & Minds, Process Safety Leadership Workshop (for top management), Employee Performance Management, Value of Integrity and Supervisory Development.

### TESTIMONIALS

" This programme taught about the values of leaders and to apply in our working life. "

- Participant, SAJ Holdings -

" Make us feel how to transform to be a strategic leadership "

- Participant, Tourism Malaysia -

" ..... using blended or multi technique....."

- Participant, Bank Kerjasama Rakyat Malaysia (BKRM) -

### COURSE FEE

- Normal: RM 1250 per pax
- Group registration:
  - 2 - 4 Pax: RM 1150 per pax
  - 5 - 9 Pax: RM 1100 per pax



Organised by

IRSHAD HR Consulting Sdn Bhd  
802 Block B, Phileo Damansara II, Jalan 16/11  
46350 Petaling Jaya, Selangor Darul Ehsan  
Contact Person : Meiza/Jaslizan/Raihana  
Tel : +603.7956.0010  
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# BORANG PENYERTAAN KURSUS

## COURSE REGISTRATION FORM



Faks/ Fax: 03-7954 9802

E-mel/ Email: [ppd@irshad.com.my](mailto:ppd@irshad.com.my)

Tajuk Kursus / <i>Course Title</i> : Personal Retreat for Inspiring Strategic Manager (PRISMA)	Tarikh/ <i>Date</i> : 19 - 20 December 2018	Tempat/ <i>Venue</i> : Premiera Hotel, KL
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Sila daftarkan penama berikut menyertai kursus di atas / *Please register the followings for the above stated course(s)*:

No.	Nama/ <i>Name</i>	Jawatan/ <i>Designation</i>	E-mel/ <i>Email</i>	No.Handphone

\* Note that mobile number is important for us to reach you in case of any unforeseen changes.

Organisasi/*Organisation*:

Pegawai bertanggungjawab/*Officer in charge*:

Jawatan/*Designation*:

Jabatan/*Department*:

Alamat/*Address*:

Telefon/*Telephone* :

Faks/*Fax* :

E-mel/ *Email* :

Bersama ini saya sertakan Cek/ M.O/ P.O bernilai RM \_\_\_\_\_ atas nama IRSHAD HR CONSULTING SDN BHD (Alliance Bank Malaysia Berhad, Cawangan Petaling Jaya, Nombor Akaun: 62104-0-01-001507-1)

*Herewith I enclosed Cheque/ M.O/ P.O worth RM \_\_\_\_\_ payable to IRSHAD HR CONSULTING SDN BHD (Alliance Bank Malaysia Berhad, Petaling Jaya Branch Account Number: 62104-0-01-001507-1)*

**OR**

SBL       SBL KHAS

\* Geran latihan SBL / SBL Khas mestilah dimohon sekurang-kurangnya 1 hari sebelum program. Permohonan boleh dilakukan melalui portal HRDF [www.hrdf.com.my](http://www.hrdf.com.my)

*\* SBL / SBL Khas training grant must be applied at least 1 day before the programme. Application can be done through HRDF portal [www.hrdf.com.my](http://www.hrdf.com.my)*

### TERMA DAN SYARAT

- Pembayaran yuran kursus hendaklah dibuat dalam Ringgit Malaysia (RM).
- Surat pengesahan pendaftaran akan dikeluarkan selepas pembayaran diterima.
- Untuk kakitangan dan pegawai kerajaan; pesanan kerajaan atau surat pengesahan hendaklah diserahkan sebelum kursus bermula.
- Tempahan hotel hendaklah dibuat terus ke pihak hotel pilihan peserta.
- Pihak penganjur berhak meminda program, fasilitator, tarikh dan tempat kursus jika terdapat perkara-perkara yang tidak dapat dielakkan.

Tandatangan/*Signature*:

\*Sila fotokopi jika borang tidak mencukupi / *Please make copy if the form insufficient*

### TERMS AND CONDITIONS

- Course(s) fee(s) should be made payable in Ringgit Malaysia (RM).
- Confirmation of registration will be issued once payment received.
- For government official(s), a local order or letter of approval must be presented before the course (s) started.
- Hotel arrangements and reservations should be made directly to the preferred hotel.
- The organizer reserve the right to amend the programme, facilitator, dates and venue of the course(s) due to unforeseen circumstances

Cop Rasmi/*Official Stamp*:

IRSHAD HR CONSULTING SDN BHD  
(748222-W)

802, Block B, Phileo Damansara II,  
Jalan 16/11, 46350 Petaling Jaya,  
Selangor Darul Ehsan

Untuk keterangan lanjut dan pendaftaran:

**BAHAGIAN KURSUS UMUM**

For further information and registration:

**PUBLIC PROGRAMME DEPARTMENT**

**(Meiza/Jaslizan/Raihana)**

Tel : 603 7956 0010

Facebook : Irshad HR Consulting



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