

EXECUTIVE TO MANAGER – THE TRANSITION WORKSHOP

Date : 14th – 15th December 2017
Venue : Vistana Hotel, Kuala Lumpur

This training is
PSMB SBL-KHAS

Workshop Description

The transition from where you are responsible for your own work load to managing and being responsible for the workload of others can often be a difficult responsibility. This is one of the most traumatic periods in an individual's professional life; promoted from Executive to Manager.

This workshop is aimed at recently appointed Managers and is presented in two parts, beginning with understanding and managing self and thereafter proceeding to the management of others.

Using real world scenarios this workshop covers the skills required to make the adjustment from working alongside your colleagues to managing and motivating them to work for you.

It also includes appropriate attitude when dealing with employees, making a positive first impression, gaining respect as a new manager, and maintaining control to enhance productivity.

Workshop Learning Objectives

- Clearly articulate your role and responsibilities as a manager;
- Be aware of individual strengths and weaknesses in managing others;
- Develop better interpersonal skills and communication skills;
- Determine the best ways to communicate throughout your organization;
- Learn and apply the principles of situational leadership;
- Effectively manage the performance of your direct reports;
- Capitalize on your employees' natural motivators for success;
- Identify the benefits and procedures of effective delegation;
- Uncover your strengths as a coach.

Workshop Outcomes

- Remove the doubts on being a technical specialist or a people manager
- Successfully communicate goals and targets for understanding
- Be confident of personal ability to Manage a Team
- Create an Engage and Aligned Team for Success by seeing individuals and not a group
- Be seen as a Manager that is Engaged and Leading the Team

Workshop Chronology

0830	Registration
0900	Workshop Begin
1030 –1045	Morning Break
1300 –1400	Lunch
1530 –1545	Afternoon Break
1700	End of Workshop

Chronology applies for Day 1 and Day 2.

The Training Methodology

will be based on the ATCEN PEAK methodology. This will include:

- High Impact Short Lectures
- Lively Activities and Exercises
- Numerous Presentations and Discussions
- Continuous Real Time Feedback from Facilitator

Who Should Attend?

- Executives
- New Managers
- Any newly promoted Manager or Supervisor

Facilitated & Marketed by:

ATCENSM

This training is **PSMB claimable**
Subject to PSMB approval

Executive to Manager – The Transition Workshop

14th – 15th December 2017, Vistana Hotel, Kuala Lumpur

Companies that have attended “Executive to Manager – The Transition Workshop” public workshop since 2010

Abeam Consulting Sdn Bhd
ACE Jerneh Insurance Berhad
Agility Logistics Solutions
Airfoil Services Sdn Bhd
Akademi Pendidikan Jati Sn Bhd
Amochem Sdn Bhd
Amway (Malaysia) Sdn Bhd
ASTRO
Atlas Copco (M) Sdn Bhd
Bank Islam
Bank Rakyat
Big Achievers Enterprise
BMW Credit (Malaysia) Sdn Bhd
BMW Malaysia Sdn Bhd
British American Tobacco
Bumi Armada Berhad
Cadence Solution Sdn Bhd
Cassis Services Sdn Bhd
Celcom Axiata Berhad
Century Software (M) Sdn Bhd
Cogebi Asia Sdn Bhd
Concorde Hotel
Core Laboratories (M) Sdn Bhd
Cranberry (M) Sdn Bhd
Cybermed University College
Danone Dumex (M) Sdn Bhd
Dem Draexlmaier
Dewan Philharmonik Petronas
DHL Information Services (Asia-Pacific)
Diamond Key International (M)
Diversified Gateway Berhad
Docufluo (MSC) Sdn Bhd
Dorma Production (M) Sdn Bhd
Ecolab Sdn Bhd
Eltafantechasia Sdn Bhd
Emas Energy Services (Thai) Ltd
Etiqa Insurance Berhad
Expeditors (Malaysia) Sdn Bhd
FiberTex Nonwovens Sdn Bhd
Fibertex Personal Care Sdn Bhd

Finexus International Sdn Bhd
FlyFirefly Sdn Bhd
F-Secure Corporation (M) Sdn Bhd
Gemadept (Malaysia) Sdn Bhd
GHL System Berhad
Goodyear Malaysia Berhad
Honda Malaysia Sdn Bhd
iCIMB
iKWSP
InfoConnect Sdn Bhd
Isagenix (Asia Pacific) Malaysia Sdn Bhd
Intelligence Outsourcing MSC Sdn Bhd
Integrated Well Services Sdn. Bhd. (IWSSB)
Jebson & Jessen Communication Solutions
JP Logistics Sdn Bhd
Kementerian Perbadanan Dalam Negeri
Koperasi Dan Kepenggunaan (KPDNKK)
KFC Holding (M) Bhd
Kementerian Perumahan Dan Kerajaan
Tempatan (KPKT)
Kerry Ingredients (M) Sdn Bhd
KRA (Malaysia) Sdn Bhd
KRAIBURG TPE Technology (M) Sdn Bhd
Lembaga Tabung Haji
Levi Strauss (M) Sdn Bhd
LF Asia (M) Sdn Bhd
Linatex Rubber Products Sdn Bhd
Logicalis Asia Pacific MSC Sdn Bhd
Majuperak Holdings Berhad
Malaysia SH Precision Sdn Bhd
Malaysian Electronic Clearing Corporation (MyClear)
Malton Bhd
Mary Kay (M) Sdn Bhd
MAS Sdn Bhd
Materialise Sdn Bhd
Matrix Power Services Sdn Bhd
Merchantrade Asia Sdn Bhd
Merck Sharp & Dohme (M) Sdn Bhd
Mesiniaga Alliance / Mesiniaga Berhad
Mesiniaga Services Sdn Bhd

Micromechanics (M) Sdn Bhd
MIMOS Berhad
Mitsui Soko Agencies (M) Sdn Bhd
Mutiarra Murni Sdn Bhd
Naza
Network Alliance Technology Sdn Bhd
Northport Malaysia Bhd
OTIS Elevator Company (M) Sdn Bhd
Pacific Mutual Fund Bhd
Paluan Sejati
PAOS Industries Sdn Bhd
Paramount Construction Sdn Bhd
PBK Logistics Sdn Bhd
Perbadanan Nasional Berhad
Perdana Leadership Foundation
Perdana Parkcity sdn Bhd
Perodua Manufacturing Sdn Bhd
PETRONAS (Kerteh)
Petronas Chemical Group
Petronas ICT Sdn Bhd
Petronas LNG Sdn Bhd
Pfizer (Malaysia) Sdn Bhd
PGE0 Edible Oils Sdn Bhd
PGE0 Marketing Sdn Bhd
Pharmaniaga Research Centre Sdn Bhd
Phitomas Sdn Bhd
Pihak Berkuasa Pelaksanaan Koridor Utara
PORTMAN College
PrimeSourcing International Sdn Bhd
Prometric Technology Sdn Bhd
QBE Insurance (M) Sdn Bhd
Qinetics Solutions Sdn Bhd
QNet Ltd
RAM Holdings Berhad
Rampai Niaga
RC Precision Engineering Sdn Bhd
Reckitt Benckiser (M) Sdn Bhd
Sapura Kencana Petroleum Berhad
Sarawak Energy
Sarawak Shell Berhad

Schaefer Kalk (M) SB
Scopetel Sdn Bhd
SEA ORGA Sdn Bhd
Securities Industry Development Corporation (SIDC)
Selangor Industrial Corporation Sdn Bhd
SGL Carbon Sdn Bhd
Siemens Malaysia Sdn. Bhd.
Silverlake Sprints Sdn Bhd
SIRIM
Sitt Tatt Company Sdn Bhd
SMBC SSC Sdn Bhd
SNT Global Logistics Sdn Bhd
Sonofax Sdn Bhd
Standard Chartered
Star Publications (M) Bhd
Suruhanjaya Syarikat Malaysia
Syarikat Bekalan Air Selangor Sdn Bhd (SYABAS)
Symphony BPO Solutions Sdn Bhd
Tan Chong Ekspres Auto Servis Sdn Bhd
Tanjung Offshore Services Sdn Bhd
TEB Quantum Technology Sdn Bhd
Technofit Sdn Bhd
Telekom Malaysia Berhad
Telekom Sales & Services Sdn. Bhd.
The Swatch Group (M) Sdn Bhd
Thumbprints United Sdn Bhd
Time Engineering Berhad
Tenaga Nasional Berhad (TNB)
TT dotcom Sdn Bhd
UMW Corporation Sdn Bhd
Universiti Kolej Shahputra
UTSB Management Sdn Bhd
Vacuumschmelze (M) Sdn Bhd
Vale Malaysia Minerals Sdn. Bhd.
Vizeum Media Services (M) Sdn Bhd
Webse Sdn Bhd
Weir Minerals Malaysia
Wincor Nixdorf (M) Sdn Bhd
Yamato Transport (M) Sdn Bhd
Yayasan Inovasi Malaysia (YIM)
Yoonsteel (Malaysia) Sdn Bhd

Participants' Feedbacks

“Great workshop & applicable to work environment” - Senior Security Analyst, TEB Quantum Technology Sdn Bhd

Lots of view from the facilitator. Open up new dimension for me in regards to managing people and myself. – QA Executive, Kerry Ingredients

The practical is very useful, I'm learning what have learn is an important aspect as a manager – Program Manager, Qinetics Solutions Sdn Bhd

“Super like the “self-reflection factor” strategy. – Senior Team Leader, Siemens Malaysia

“Effective & simple workshop to prepare an executive to managerial roles.” – Manager, Telekom Malaysia Berhad

“This program has benefit to me and made me understand manager role. – Head IT Support, RAM Holdings Berhad

“Facilitator is very prepared. Great work & good experience gained”–Sales Engineer, SEA Orga

“This program gave me a “slap” on the myths of being a manager and it's a good experience. Pretty motivating.”

“Very interesting training and would suggest to management.”

“This training is really good for me. With all this theory, I can transfer this to my workplace which is really important to me. Transformed to be a better manager.”

“This program is really good and gives high impact to me as it is relevant to my environment..”

27th
SESSION
SINCE
2010!

96%
Score on Trainer's
Feedback – Last
Session
(Oct 2017)

349
Numbers of
participants that have
joined this course
(public workshop)
since 2010

To Register or For More
Information

**Kindly call 03-7728 2623 or
email to info@atcen.com
www.atcen.com**