



# EXECUTIVE TO MANAGER – THE TRANSITION

## ATCEN <sup>SM</sup>

Tel: +603-7726 2236 Fax: +603-7726 2623 Email: info@atcen.com Website: www.atcen.com

**Date : 30<sup>th</sup> – 31<sup>st</sup> July 2018**  
**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

**Facilitated & Marketed by:**

## ATCEN <sup>SM</sup>

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

# Executive to Manager – The Transition

30<sup>th</sup> – 31<sup>st</sup> July 2018, Vistana Hotel, Kuala Lumpur

## Module Outline

### Introduction

- Identifying the Role of a Manager?
- The Definition of an Effective Manager
- Principles of Being an Effective Manager

### Managing Yourself

#### Module 1: Connecting with the Leader In You

- Understanding the 4 Different Personality Types.
- Examining your Personality Profile and Management Style.
- Discover the Strength and Weakness of your Management Style.
- Immediate Improvement by Living Leadership Principles and Values

#### Module 2: Be More Effective by Managing Myself as a Manager

- Know your Responsibilities in Managing Others' Performance
- Understanding your KPI from a Manager Perspective
- Maximum Productivity by Leveraging on the Time Management Grid
- Eliminate Typical Procrastinators & Time Wasters and Setting Priorities

#### Module 3: Enhancing Communication Skills

- The 3 Essentials of Managerial Communication -Engage, Explain, Expectation.
- Managing Upward and Downward Communication
- The 3 Communication Areas for a Powerful and Positive Image Projection
- Developing Managerial Competence, Personal Connection and Principle Character

### Managing Others

#### Module 4: The Power of Good TEAMSs (Targets, Execution, Ability, Motivation for Success)

- Characteristics of A Successful Team
- Understanding and Overcoming the Vicious Cycle of Team Management
- Moving from Impossible to Possible

*Activity: Seeing Each Other – The Team and I*

#### Module 5: Developing Targets and Task Executions

- The Need for Specific SMART-COE Goals/ Targets
- Communicating Task Execution
- Ways to Delegate and Empower

#### Module 6: Enhancing Ability and Motivation Always

- The Development Goals of Any Person (Knowledge and Skills)
- 5 Ways to Develop the Team
- 5 Ways to Move the Team

*Exercise: Establishing a Personal Development Action Plan for Team Enhancement*

## Program Facilitator

### Jeremy Lee

Jeremy serves as CEO and Principal Consultant of ATCEN Sdn Bhd, and Group CFO for the ATCEN Group. ATCEN Group has business in Academic Education (PORTMAN College) and Corporate Training (ATCEN). He has been in the Corporate Training industry for over 16 years.

He is a Chartered Management Accountant (ACMA), Certified Accountant in Malaysia (MIA), Chartered Global Management Accountant (CGMA) and holds a MSc. in Engineering Business Management from Warwick University. He is currently pursuing his PhD in University Malaya. He is a Certified Personal Profiler and Human Job Analysis (Thomas International), Certified Trainer (PSMB) and Certified Master Trainer with Western Kentucky University. He is a Professional Speaker with the Malaysian Association of Professional Speakers (MAPS).

With more than 20 years of strategic and operational management experience, he has worked and been involved in numerous industries. He has conducted and facilitated thousands of individuals in the areas of Strategic Review, performance management, leadership skills, sales, negotiation skills, sales and service and communication skills. He has facilitated workshops in the region and is able to handle people from different backgrounds and management levels.

Over the years, Jeremy has been involved in numerous business. He has lead/ started and closed businesses was involved in mergers, acquisition, daily operations and disposals. He has held a variety of leadership and project management roles in various organizations prior to ATCEN. He was the Senior Consultant with the largest Business Process Outsourcing organization in Asia, Head of Knowledge and Learning Management Division of a listed company, Special Project Manager for a Resort Group, Operation Head in a Resort in UK, Project Team Leader in a Technology start up firm with and also an Internal and External Auditor. He has also operated a Restaurant previously, a recruitment organization and also oversaw the operations of a 30 year old Association.

Additionally, he has collaborated with Accenture on a multi-million-Ringgit e-commerce project in the loyalty program industry. There, he gained the prestigious MSC status for the organization, played a pivotal role in the areas of strategic and operational planning, organizational structure, organizational change and the management of the project. He was also the project manager for the first ISO 9002:1994 certification for a vacation ownership company, worldwide.

Some of the companies he has worked with includes Alliance Bank, AIA, AMEX, AmBank, Axiata, Bacfree, Bank Islam, Bank Rakyat, Bank of Tokyo, Bank of China, Bank Negara, BD Agriculture BMW (M), BP, Celcom, Cerebos Asia Pacific, Comex Genesys, CNI, CIMB Bank, CMA-CGM, Danone Dumex, Dell, DHL Express, DHL IT, DiGi, e-Genting, EasyCall, EON, EPIC, ExxonMobil, Fibertex, Fuji Xerox, Great Eastern, EPIC-I, General Electric, Etiqa, Hitachi, Heitech-Padu, Hong Leong Bank, HP, IBM, IJM Properties, IOI Corp, Iraq South Oil, Inti University, KWSP, KWAP, Kenanga Investment Bank, Kings Confectionery, LaFarge Cement, Maybank, Mayban Assurance, MAA, MBF Cards, Merck, Mesiniaga, MLRe, MSIG, MYOB, Nike, Nokia, OCBC Bank, Petronas, Perodua, Philips, Proton, Polyplastic, PSDC, RHB Insurance, RHB Bank, Sapura Crest, Scomi, Siemens, Shell Trading, Shell SITI, SME Bank, SMECorp, SP Setia, SRG, Standard Chartered Bank, Spices and Seasoning, Sony Malaysia, Sony (PG), STAR Publications, Stemlife, Sunway Hospital, SWIFT, Taylors University, Telekom Malaysia, Telekom Sales and Service, TIME, TMTouch, TM Net, Tenaga Nasional Berhad, Tokio Marine, Toyota Autobody, TNT Express, UMW Toyota, UOB Bank, UMobile, Vsource, ZTE etc.

# Executive to Manager – The Transition

30<sup>th</sup> – 31<sup>st</sup> July 2018, Vistana Hotel, Kuala Lumpur

## Companies that have attended “Executive to Manager – The Transition” 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  
Golden Screen Cinemas Sdn Bhd  
Goodyear Malaysia Berhad  
Grand-Flo Spritvest Sdn Bhd  
HeveaBoard 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)  
Jebsen & 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  
KSP Manufacturing 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)  
Malaysian Life Reinsurance Group Berhad  
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  
PGEO Edible Oils Sdn Bhd  
PGEO 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..”*

**28th**  
**SESSION**  
**SINCE**  
**2010!**

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

**355**  
**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](mailto:info@atcen.com)**  
**www.atcen.com**