

EXECUTIVE TO MANAGER – THE TRANSITION WORKSHOP

Date : 2nd – 3rd December 2015

Venue : Concorde Hotel, Kuala Lumpur

Workshop Description

For organizations, the promotion of staff is a regular occurrence. However one of the most daunting promotions is that from an Executive to a Manager. A day before, one is responsible for completing one's personal tasks and the next, managing the task of 20 others.

Many expect a smooth transition from an executive to a manager however the truth is that the journey is long and tricky. It is therefore critical that the questions be answered and doubts of newly promoted managers be dispelled as soon as possible. This workshop is designed for recently appointed Managers. It is presented in two parts, beginning with the personal development skills needed for the new manager and thereafter proceeding to the management of others.

Workshop Objectives

- **Articulate** your role and responsibilities as a Manager;
- **Aware** of your 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
- **Manage** the performance of your direct reports

Who Should Attend?

- Executives
- New Managers
- Managers

****Open to all Industries**

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:

ATCENSM

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

Executive to Manager – The Transition Workshop

2nd – 3rd December 2015, Concorde Hotel, Kuala Lumpur

Module Outline

Introduction

- Identifying the Roles of A Manager?
- The Behaviours of an Effective Manager?
- The Essential Rules of Management.

Managing Yourself

Module 1: Connecting with the Manager In You

- Understanding the Basic 4 Different Personality Types
- Your Personality Profile and Your Management Style
- Understand the Strength and Weakness of Your Management Style

Exercise: Personality Type

Module 2: Be Seen As A Role Model

- Know Your Responsibilities in Managing Others' Performances
- Understand the Performance-Management Process – The Need for Goals and Control
- The Time Management Grid

Activity: Feedback Session

Module 3: Communication from the Perspective of A Manager

- Manage Upward Communication to the Boss
- Set Expectations to Staff that Achieve Results
- Communication Responsibilities to the Staff

Managing Others

Module 4: Developing Delegation and Empowering Skills

- Understanding Empowerment and Its Dimensions
- The Approaches In Developing Empowerment
- The Importance of Delegating the Right Job for the Right Individual at the Right Time

Activity: Can you get it done well?

Module 5: Motivating Others

- Continuously Increasing Motivation and Performance
- Fostering a Motivating Work Environment By Key Elements of an Integrative Motivation Program
- Tools of Motivation

Module 6: Developing Conflict Management Skills

- Managing Interpersonal Conflict
- Know What You Want to Address and the Outcome
- The Need for Command and Assertiveness

Exercise: Conflict Role Plays

Program Facilitator

Jeremy Lee

Jeremy serves as CEO/ Principal Consultant of ATCEN Sdn Bhd and the Group CFO to the ATCEN Group of Companies. He is a Certified Personality Profiler with Thomas International, a Chartered Management Accountant (ACMA), Chartered Global Management Accountant, Chartered Accountant (Malaysia) and holds a MSc. in Engineering Business Management from Warwick University. He is also a Certified Trainer by Western Kentucky University (USA), a member of the Malaysian Association of Professional Speakers (MAPS) and was exempted from PSMB Train the Trainer Program.

Jeremy is highly sought after as a People Development Expert, Performance Optimization, Human Performance Improvement Consultant in the Service and Manufacturing Industry. With more than 15 years of both strategic and operational management experience, he has worked and been involved in numerous industries. Serving as a Trainer and Consultant for numerous companies, he has conducted and facilitated thousands of individuals in the areas of performance management, leadership skills, management skills, communication skills and coaching skill. He has facilitated workshops in Malaysia, Indonesia, Singapore, UK, US and China and is able to handle people from different backgrounds and levels

Jeremy has held a variety of leadership and project management roles in various organizations. He was Head of Recruitment Company, He was the key representative for a US University. He managed a Non-Profit Association. He is a Movie Producer (2 local films). 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 experience in coaching and mentoring many types of people under various circumstances, leading them gain fantastic performance results at work and fulfilment in their life. As a coach he has been said to be a great listener, focused and flexible in his approach to getting the best out from individuals.

Jeremy is also sought after for his ability to handle of diverse personalities. Some of the companies he has worked with includes ACI, Atos Origin, AIA, AMEX, Altera, Ambank, Bursa Malaysia, Bank Islam, Bank Rakyat, Celcom, Comex Genesys, CNI, Continental Automative, CIMB Bank, Danisco, Dell, DHL, DiGi, EON, Exxon Mobil, Etiqa, Fuji Xerox, Great Eastern, EPIC-I, Hitachi, HP, IJM, IBM, KWSP, KWAP, LaFarge, Maybank, MAA, Maxis, MBF, MYOB, Merck, Mesiniaga, Nokia, Nike, Newfield, Philips, Petronas, Prometric, MLRe, RHB Insurance, RHB Bank, Bank Rakyat, Scomi, Shell Trading, Shell, Sony, SRG, Standard Chartered, Telekom Malaysia, TM Touch, TM Net, TNT, Tenaga, Umobile, Vsource, VADS, ZTE etc.

Executive to Manager – The Transition Workshop

2nd – 3rd December 2015, Concorde Hotel, Kuala Lumpur

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

Agility Logistics Solutions
Airfoil Services Sdn Bhd
Amway (Malaysia) Sdn Bhd
ASTRO
Atlas Copco (M) Sdn Bhd
Bank Islam
Bank Rakyat
BMW Malaysia Sdn Bhd
British American Tobacco
Cadence Solution Sdn Bhd
Cassia Services Sdn Bhd
Celcom
Celcom Axiata Berhad
Century Software (M) Sdn Bhd
Cogebi Asia Sdn Bhd
Concorde
Core Laboratories (M) Sdn Bhd
Cranberry (M) Sdn Bhd
Danone Dumex
DFP
Diamond Key International (M) Sdn Bhd
Dorma Production (M) Sdn Bhd
FiberTex Nonwovens Sdn Bhd
Fibertex Personal Care Sdn Bhd
F-Secure
Goodyear Malaysia Berhad
iCIMB
iKWSP
Itelligence Outsourcing MSC Sdn Bhd

Jebsen & Jessen Communication Solutions (M) Sdn Bhd
JP Logistics Sdn Bhd
Koperasi Dan Kepenggunaan (KPDNKK)
KFC Holding (M) Bhd
KRA (Malaysia) Sdn Bhd
Levi Strauss (M) SB
Malaysia SH Precision Sdn Bhd
Malton Bhd
Mary Kay (M) Sdn Bhd
Matrix Power Services Sdn Bhd
Merchantrade Asia Sdn Bhd
Merck Sharp & Dohme (M) Sdn Bhd
Mitsui Soko Agencies (M) SB
Naza
Northport Malaysia Bhd
Pacific Mutual Fund Bhd
PAOS Industries Sdn Bhd
Paramount Construction Sdn Bhd
Perodua Manufacturing Sdn Bhd
PETRONAS (Kerteh)
Petronas ICT Sdn Bhd
Pfizer (Malaysia) Sdn Bhd
PGEO Marketing Sdn Bhd
PrimeSourcing International Sdn Bhd
QBE Insurance (M) Sdn Bhd
Rampai Niaga
Sarawak Energy
Schaefer Kalk (M) SB

Scopetel Sdn Bhd
Selangor Industrial Corporation Sdn Bhd
SGL Carbon Sdn Bhd
Siemens Malaysia Sdn. Bhd.
SIRIM
Sitt Tatt Company Sdn Bhd
Sonofax Sdn Bhd
Star Publications (M) Bhd
Suruhanjaya Syarikat Malaysia
Symphony BPO Solutions Sdn Bhd
Tanjung Offshore Services S/B
TEB Quantum Technology Sdn Bhd
Telekom Malaysia Berhad
The Swatch Group(M) Sdn Bhd
Thumbprint Utd Sdn Bhd
Time Engineering Berhad
TT dotCom Sdn Bhd
UMW Corporation Sdn Bhd
Universiti Kolej Shahputra
UTSB Management Sdn Bhd
Vale Malaysia Minerals Sdn. Bhd.
Vizeum Media Services (M) Sdn Bhd
Webse Sdn Bhd
Weir Minerals Malaysia
Yamato Transport (M) Sdn Bhd
Kementerian Perbadanan Dalam Negeri

Participants' Feedbacks

“Great workshop & applicable to work environment”

- Senior Security Analyst, TEB Quantum Technology Sdn Bhd

“Presenter was passionate and articulate”

“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.”

“Good course for further career.”

“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. The program is useful and benefits me.”

**15th
SESSION
SINCE 2010!!!**

Executive to Manager – The Transition Workshop

2nd – 3rd December 2015, Concorde Hotel, Kuala Lumpur

Registration Form

Participant 1

Name: (Mr/Ms): _____

Job Title: _____

Email Address: _____

Contact No.: _____

Participant 2

Name: (Mr/Ms): _____

Job Title: _____

Email Address: _____

Contact No.: _____

Participant 3

Name: (Mr/Ms): _____

Job Title: _____

Email Address: _____

Contact No.: _____

Human Resource / Approving Manager: _____

Job Title: _____ Email: _____

Company Name: _____

Address: _____

Tel: _____ Fax: _____

Authorized Signature: _____ Invoice Attention To (Mr/Ms): _____

Company Stamp Chop:



For further information,
kindly email your enquiry
to shera@atcen.com

PROGRAMME FEE

RM3,200 - per participant

(6% GST is chargeable)

Group Discount of 10% for 3 or more participants who register for the workshop at the same time and are from the same organization.

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

To register, complete this form:

1. Email form back to sender's email address/
shera@atcen.com
2. Fax this form to +603-8940 2620

Bank Draft:

Payable to **ATCEN SDN BHD** and courier to:
18-1 Jalan Dagang SB4/1, Taman Sungai Besi Indah,
43300 Seri Kembangan, Selangor Darul Ehsan,
Malaysia.

By Direct Transfer:

Account Name: **ATCEN Sdn Bhd**
Bank : Public Bank Berhad
Acc No : 3-1304600-34

All bank charges to be borne by payer.

Terms & Conditions

1. Upon receipt of a completed registration form, it confirms that the organization is registering for the seat(s) of the participant(s) to attend the conference or training workshop.
2. Payment is required with registration and must be received prior to the event to guarantee the seat.
3. Payment has to be received 7 working days prior to the event date to confirm registration.
4. Payment is non-refundable if cancellation occurs 7 working days prior to event commencement. However a substitute is welcome at no additional charges
5. Walk-in participants with payment will only be admitted on the basis of seat availability at the event and with immediate full payment.
6. The organizer reserves the right to make any amendments and/or changes to the workshop, venue, facilitator replacements and/or modules if warranted by circumstances beyond its control.
7. The certificate of completion will be awarded by ATCEN Sdn. Bhd.
8. The information that you provide in the Registration Form and information provided at any other time during the event, can be used by the organizer and related parties to offer, provide and continue to improve its programs and other services. Participants are responsible to advise the organizer if they do not wish to be included in the above.

For Office Use Only

Corporate Sales Consultant: SHERA

Invoice Number:

Invoice Date: