

7 Leadership Skills of Effective Executives and Supervisors



About us

Who we are

The Centre for Continuing and Professional Education (CPE) was established in 1999 to provide continuing professional education and lifelong learning opportunities for University's staff, students, alumni and the public. As part of TARUMT's commitment to continuing education and lifelong learning, CPE is entrusted with designing, developing and delivering various activities, workshops and programmes to meet the diverse learning needs of multiple parties.

About This Training

The role of an executive or supervisor is highly demanding. There is tremendous pressure from the top to produce results, while there is pressure from peers and staff to support them. It is time for the executive to be developed and supported. To achieve their potential, they first need to have communication, relationships and leadership skills. Then they need to hone all the skills to help them achieve their goals. They can do better than what they are capable of now to achieve the best they can and therefore excel. They also begin to set their benchmarks.



Date and Time

8 - 9 March 2023
Wednesday to Thursday
9 AM to 5 PM



Training Venue

TARUMT
Jalan Genting Kelang, Setapak
53300 Kuala Lumpur



Trainer

Amy Wan-Ratos

COURSE CONTENTS



SELF-AWARENESS AND
GROWTH

COMMUNICATION SKILLS

MOTIVATING AND
INFLUENCING SKILLS



TEAMWORKING FOR
PERFORMANCE

CONFLICT
MANAGEMENT

COACHING



TIME MANAGEMENT

MONITORING
PERFORMANCE

Introduce our Trainer

Amy Wan-Ratos

Amy has been a trainer for almost thirty years. She holds a Masters's in Training and Human Resource Development (M. Training & HRD) from Leicester University, UK and a Bachelor of Science from Campbell University, North Carolina, USA. She founded Pinnacle Performance in 1993. Amy is a certified EQ trainer by 6 Seconds (USA), a certified NLP Practitioner from ISNS (USA), a certified PSMB trainer and a certified MasterCoach. She also holds a TAA004 certificate in Work-based Training, accredited by the Australian AWBT. Her corporate experience in Japanese and American firms instilled a fierce determination that we are all born to succeed! Amy was involved in their transformational stages to shift the paradigms of the workforce to accept and adapt to changes, cultural shocks and breakthrough goals. In Sony, she set up the pioneering training team recognised by the HQ. In Xerox, she managed the Malcolm Baldrige-awarded Customer Satisfaction program and the Leadership Thru Quality (LTQ) program. Amy has facilitated many workshops in Southeast Asia, Taiwan, Canada and the USA. Her participants are mainly managers, executives and staff from corporate clients, the public sector, GLCs and NGOs. Amy has trained organizations such as DHL, Bank Negara, Standard Chartered Bank, IDFR, HongKong Bank, 3M, UMW, Coca-Cola, KFC, Tradewinds and many more. She is a popular conference speaker on the international circuit. She also facilitates conferences/workshops for Toastmasters, the Malaysian Institute of Management (MIM) and the International Association of Facilitators. An articulate and fluent speaker, Amy has won international speech contests. She has coached and mentored speech contest winners.



Click/Scan
for enquiry



Contact Us



Centre for Continuing and
Professional Education

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training@tarc.edu.my
<https://www.tarc.edu.my/cpe/>

7 Leadership Skills of Effective Executives and Supervisors

Venue: TAR UMT, Jalan Genting Kelang, Setapak, 53300 Kuala Lumpur

Date: 8 - 9 March 2023 (9.00 am - 5.00 pm)

REGISTRATION FORM



CENTRE FOR CONTINUING & PROFESSIONAL EDUCATION

Fees: Public
RM 795.00 per participant
(inclusive of 6% Service Tax)

TAR UMT Student/Alumni
RM 636.00 per participant
(inclusive of 6% Service Tax)

The Manager

TARC Education Foundation (1033820M)

Tunku Abdul Rahman University of Management and Technology (TAR UMT)

TEL: 03-4145 0170

Email: training@tarc.edu.my

Dear Madam / Sir,

Please register the following participant(s) for the above programme: (To be completed in BLOCK LETTERS)

1

Name :

Email:

IC No. :

Mobile No. :

Nationality :

Designation :

2

Name :

Email:

IC No. :

Mobile No. :

Nationality :

Designation :

(If space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come-first-served basis. All cancellations must be made in writing. Cancellation made 14 days or more in advance of the workshop date will receive full refund. Cancellations made thereafter will be subjected to a cancellation fee of 50% of the workshop fee. All fees are payable in the event of non-attendance of any registered participant(s) or the overall attendance falls below 75% of total workshop hours. Replacement(s) can be accepted at no additional cost if notified 24 hours prior to the commencement of the workshop. The Tunku Abdul Rahman University of Management and Technology reserves the right to change the speaker, reschedule or cancel the workshop and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

We will be claiming under **HRD Corp Claimable Course** and full payment would be made to Tunku Abdul Rahman University of Management and Technology in the event that no disbursement from **HRD Corp** under any circumstances.

We will **NOT BE CLAIMING** from **HRD Corp**. Payment will be made to account payee TAR UMT by cheque or bank transfer to Public Bank Account No. 3 1 8 1 5 6 4 1 1 3. Kindly submit your payment remittance to training@tarc.edu.my together with this registration form.

Submitted by

Name :

Email :

Company Name:

Company Address :

Designation :

Telephone No. :

Company Registration No. :

Company Stamp & Signature :

Department:

Mobile No. :

Date :