Developing Effective Middle Management Skills





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 TAR UMT'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

This 2-day training will familiarise middle managers with how to manage people. It will give them the crucial foundational skills to become well-respected managers who can achieve team success and drive bottom-line performance. They will discover how to adjust their management style and tackle new challenges using guided role-play, exercises, and practice sessions.



Date and Time

20 - 21 March 2023 Monday to Tuesday 9 AM to 5 PM



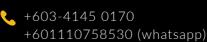
Training Venue

TAR UMT Jalan Genting Kelang, Setapak 53300 Kuala Lumpur



Trainer

Mr. Nagappan N. Andiappan





COURSE CONTENTS



SUCCESSFUL MANAGERIAL ROLES

THE MANAGEMENT FRAMEWORK

ADAPTIVE MANAGEMENT/ LEADERSHIP



CRUCIAL MANAGERIAL CONVERESATIONS

EXECUTING AND MANAGING WORK



DELEGATING WORK TO TEAM MEMBERS

CREATING A
MOTIVATIONAL CLIMATE

PERSONAL ACTION PLAN

Introduce our Trainer

Nagappan N. Andiappan

Mr. Nagappan has more than 26 years of hands-on experience in education and training, trained a vast number of business and technical professionals, lecturers, students, and parents in a variety of areas. His mission is to train, educate, motivate and empower individuals, teams and organizations to achieve excellence. Nagappan's training specialty includes a broad spectrum of soft skills. He is the author of "The Negotiating Edge: Strategies to create a win-win outcome."

He is a Certified Facilitator for SDI (Strengths Deployment Inventory), USA, a Certified Facilitator with Development Dimensions International (USA), a Certified Trainer for Manulife's Change Management Workshop (Global Version), a Certified NLP Practitioner with the IANLP (International Association of NLP, Australia, and a Certified Trainer by the Human Resource Development Corporation (HRD Corp).



Click/Scan for enquiry

Contact Us







Developing Effective Middle Management Skills

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

Date: 20 - 21 March 2023 (9.00 am - 5.00 pm)

REGISTRATION FORM

Fees:

RM 795.00 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)

Name :		IC No.:	Nationality:
Email:		Mobile No.:	Designation:
Name:		IC No. :	Nationality :
Email:		Mobile No. :	Designation :
(If space is insufficient, plea	se attach a separate list)		
advance of the wors of the workshop fee falls below 75% of t commencement of	skshop date will receive full refund. Ca e. All fees are payable in the event of cotal workshop hours. Replacement(s	ancellations made thereafter will be non-attendance of any registered p s) can be accepted at no additiona ahman University of Management a	Cancellation made 14 days or more in subjected to a cancellation fee of 50% articipant(s) or the overall attendance cost if notified 24 hours prior to the and Technology reserves the right to a participants of the changes.
We hereby confirm	ed that (please tick accordingly):		
Univers			ld be made to Tunku Abdul Rahman ement from HRD Corp under any
transfe			t payee TAR UMT by cheque or bank t remittance to training@tarc.edu.my
Submitted by			
Name :		Designation :	Department:
Email :		Telephone No. :	Mobile No. :
Company Name:		Company Registration No. :	
Company Addres	SS:	Company Stamp & Signature	: Date: