

# 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



Centre for Continuing and  
Professional Education

+603-4145 0170  
+601110758530 (whatsapp)

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

# 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



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 :