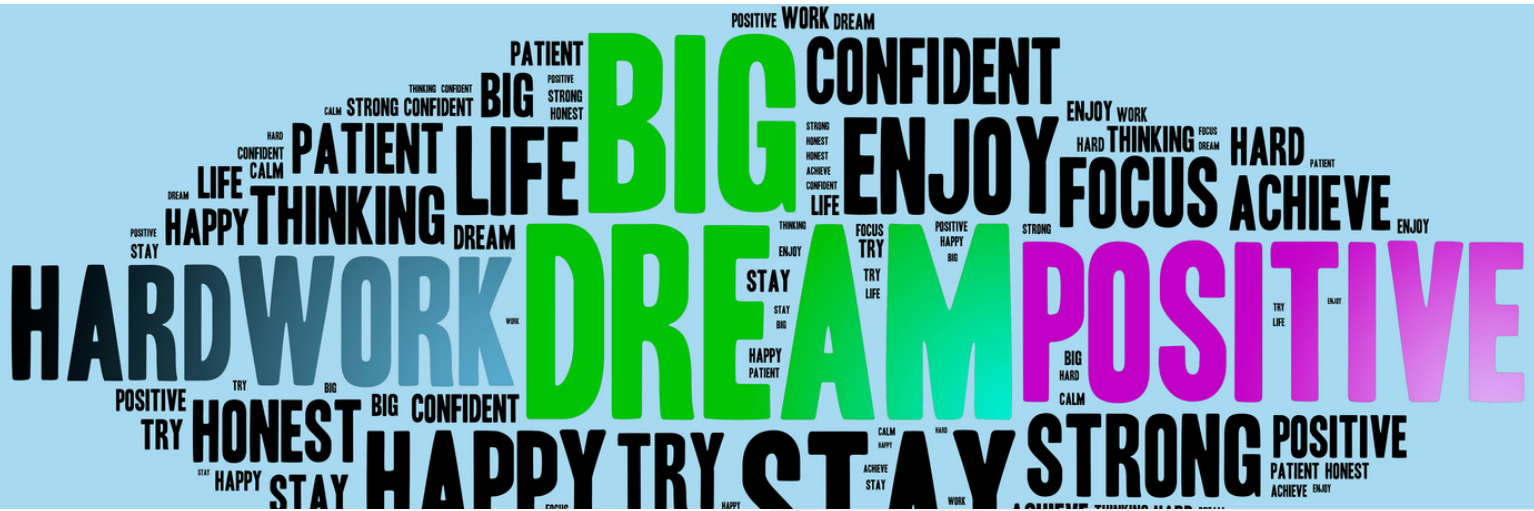


Developing Positive Attitudes to Increase Productivity



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

To handle your work with some standards, be it efficiency, effectiveness or excellence, and you must develop a professional approach. This can only be reached if you have the right and positive attitude. Nothing is more frustrating than knowing what needs to be done but not being able to make it happen. One needs a proactive stance to make things happen. You need to constantly develop those essential skills or core competencies to make an impact for yourself and the organisation. This programme will help you better understand your role, why you are important to the organisation, how to develop a positive and proactive outlook, and how to improve your skills, abilities, talents and attitudes. Yet, you are pragmatic.



Date and Time

13 - 14 April 2023
Thursday - Friday
9 AM to 5 PM



Training Venue

TAR UMT
Jalan Genting Kelang, Setapak
53300 Kuala Lumpur



Trainer

Dr. Sharon Low

COURSE CONTENTS



WHY ARE YOU HERE?

- WHAT IS OUR PURPOSE AND ROLE IN THE WORKPLACE?
- WHY ARE WE IMPORTANT TO THE ORGANISATION?
- WHY IS CHANGE NECESSARY?



BEING POSITIVE AND PROACTIVE

- HOW TO BE CONSTANTLY POSITIVE AND PRODUCTIVE AT WORK
- ENHANCING POSITIVE WORKING RELATIONSHIPS
- PROACTIVE APPROACH TOWARDS YOUR JOB



CONTINUOUS IMPROVEMENT

- MOTIVATING SELF AND GOALS SETTING
- ENHANCING EFFICIENCY AND EFFECTIVENESS
- DEVELOPING COMMUNICATION EFFECTIVENESS

PRACTICING PROFESSIONALISM

Introduce our Trainer

Dr. Sharon Low

Dr. Sharon Low has ten years of working experience in the oil and gas industry and three years in the banking arena. With ten years in oil and gas, she has developed a strong expertise and corporate network in the fabrication industry. She has also acquired financial knowledge during her time in the banking industry. She is qualified with a Master in Business Administration (MBA) from the University of the Sunshine Coast, Australia. She is a government scholar with a doctorate from the University of Malaya, majoring in entrepreneurial development. She has completed and is eligible to be a Certified Financial Planner from the Financial Planning Association of Malaysia (FPAM). She has also successfully acquired Virtual LearnCaster Certificate (VLC). In pursuing her dream to become a trainer, Sharon successfully obtained the Certification in Training from PSMB (Ministry of Human Resources) and became a Certified Professional Trainer at MIM (Malaysian Institute of Management) in 2009. She has conducted various public management courses in Malaysia since 2011. Sharon has undertaken leadership team-building programmes for Shimano Components (M) Sdn Bhd, Contraves Advanced Devices Sdn Bhd, COHU Malaysia Sdn Bhd, Malayan Flour Mills Bhd etc., and in-house programmes, including Boosting Productivity through Winning Attitude, Managing Your Time Monster, The Dynamics of Personal Presence and Building Self Confidence to companies such as Bagus Industry (M) Sdn Bhd, Combat Coating (M) Sdn Bhd, Kendek Products Sdn Bhd and the University of Sri Jayewardenepura. She has also conducted training in Mandarin with Hai-O Enterprise. She is currently a facilitator for MIM's Certified Professional Manager and Leader Programme.



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/>



CENTRE FOR CONTINUING & PROFESSIONAL EDUCATION

REGISTRATION FORM

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 : <input type="text"/>	IC No. : <input type="text"/>	Nationality : <input type="text"/>
	Email: <input type="text"/>	Mobile No. : <input type="text"/>	Designation : <input type="text"/>
2	Name : <input type="text"/>	IC No. : <input type="text"/>	Nationality : <input type="text"/>
	Email: <input type="text"/>	Mobile No. : <input type="text"/>	Designation : <input type="text"/>

(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 : <input type="text"/>	Designation : <input type="text"/>	Department: <input type="text"/>
Email : <input type="text"/>	Telephone No. : <input type="text"/>	Mobile No. : <input type="text"/>
Company Name: <input type="text"/>	Company Registration No. : <input type="text"/>	
Company Address : <input type="text"/> <input type="text"/> <input type="text"/>	Company Stamp & Signature : <input type="text"/>	Date : <input type="text"/>