

98% Customers Recommended Elite Essential

- Our Programmes are HRDF Claimable •



Inspiring and Motivating

Boost your drive and get inspired with new ideas through our diverse assortment of workshops covering various helpful topics!

Leadership and Communication

Polish your leadership skills with helpful tips and tricks from our range of experienced, qualified trainers.

Creative and Critical Thinking

Step out of your comfort zones and get creative in our programmes that will surely challenge and refine your thinking skills.

Fun and Lively Workshops

No more boring lectures – our workshops are fun and lively, guaranteed to keep you awake to the last second!



What Our Participants Say?

- "I like the trainers from Elite Essential because they are experts at their fields." – Kendra Jones, "Finance for the Non-Financial Professionals"
- "Experienced speaker, relevant tips and applicable knowledge. Friendly staffs and good services." – Nur Syahirah Mohd Azmi, "Advanced Communication & Presentation".
- "Relaxing, fun and supportive. Elite Essential is the best!" – Nor Syafiqah Razak, "Team Building"
- "The trainer really knows the subject matter...this programme wasn't boring at all, and is very interesting." – Latifah Said, "Menjadi Seorang yang 'Influential & Outspoken'!"
- "What I like most about the programmes and Elite Essential is the variety of exercises leading to the fulfillment of the objective." – Joseph Lee, "Strategic Planning & Execution"
- "Great sharing. Thank you. You have inspired me to be more alert towards my actions on my subordinates." – Azlinda Hamid, "Creative Leadership"

We look forward to welcoming you in our training programmes!

Elite Essential | We Serve with Heart

Tel: 603 8063 9211 Fax: 603 8063 7211 Email: training@elite-essential.com.my



ELITE ESSENTIAL
INTEGRATING PEOPLE AND KNOWLEDGE

SELF MANAGEMENT FOR PEAK PERFORMANCE

EQ, TIME & STRESS MANAGEMENT

PROGRAMME AT A GLANCE

Getting the most out of a work day is a constant challenge in our busy world – a bottomless inbox, tons of email, millions of meetings and not enough time to do and when to do it. This high-energy, back-to-basics training programme explains the fundamentals of self-management with focus on Emotional Intelligence, Time and Stress management. You will be given proven ways to get the most out of a day, how to balance work and life, as well as the tools and techniques for improving productivity and how to conquer weakness to tap on your strengths.

LEARNING OUTCOMES

Upon completion of this 2-day workshop, participants will have the knowledge to:

- Take ownership and accountability for personal effectiveness
- Look at personal habits and weaknesses and choose to be manage better
- Develop the paradigms to balance and manage logic and emotions daily
- Focus energy into the right areas to produce optimum results
- Learn the principles and steps to manage time and stress
- Be self-motivated to apply time and stress management techniques
- Develop an action plan/strategies to achieve them

27-28
SEPTEMBER
2017

THE EVERLY PUTRAJAYA

PROUDLY
ORGANIZED BY



ELITE ESSENTIAL
INTEGRATING PEOPLE AND KNOWLEDGE

OFFICIAL
HOTEL


The Everly
PUTRAJAYA

METHODOLOGY

Throughout the workshop, there is a mix of lectures, role-plays and activities, using the Integrative Learning System (ILS) approach to internalise the learning of the workshop. Technologies used will include Multiple Intelligences, Interactive Learning and the Dunn & Dunn's Learning Styles. Activities include:

- "Thinking Outside the Box" Exercises
- Brainstorming
- Skill Practices
- Experiential Activities
- Recap & Reflection

We shall also incorporate the following themes into the session:

- A.S.K. Attitude, Skills, Knowledge
- P.R.I.D.E. Personal Responsibility in Daily Effort
- A.B.C. Awareness Before Change
- CHANGE begins with ME!

PROGRAMME OUTLINE

01

GAIN PERSONAL INSIGHTS ON EI SELF-ASSESSMENT

- Questionnaire: Evaluating your EI strengths and weaknesses
- Learn from your EI past and map the future potential and possibilities
- TCA vs TAC: The emotional response system
- Relating how your EI strengths and weaknesses impact workplace performance and colleagues

02

THE EI COMPETENCIES & TECHNIQUES

- Relevance of EI competencies and its impact at the workplace
- Developmental activities that will increase skill and understanding
- EI is the glue to teamwork and better harmony at work
- Resolving conflicts with EI for acceptable win-win solutions

03

PRINCIPLES OF TIME EFFECTIVENESS

- The main causes of poor time management
- Ineffective personal habits
- Your personal main excuses
- Balancing results and the resources

04

PERSONAL MANAGEMENT

- The P.O.M. Square
- Practising the principles of effectiveness
- Kickstart your day to be zestful
- Recognizing patterns that are ineffective

05

PUTTING PRIORITIES & IMPROVE PRODUCTIVITY

- The four quadrants of time management
- Basic time wasters and time savers in our day
- Five myths of time management
- Multi-tasking is managing priorities

06

IDENTIFY THE SOURCES OF STRESS

- The hidden sources of stress
- Look at how you currently cope with stress
- Unhealthy ways of coping with stress
- Learning healthier ways to manage stress

07

6 As TO DEAL WITH STRESS

- Avoid unnecessary stress
- Alter the situation
- Adapt to the stressor
- Adjusting your attitude
- Accept the things you can't change
- Adopt a healthy lifestyle

08

STRESS AND YOUR PERFORMANCE

- The positive and negative effects of pressure
- Pressure and Performance – The inverted U
- Entering a state of "flow"
- Quiz: Are you a positive or negative thinker?

09

STRESS MANAGEMENT PLAN

- Coping with work overload
- Time management
- To-do-lists
- Project management

REGISTRATION FORM

27-28 SEPT | THE EVERLY PUTRAJAYA



ELITE ESSENTIAL
INTEGRATING PEOPLE AND KNOWLEDGE

WORKSHOP TITLE

SELF MANAGEMENT FOR
PEAK PERFORMANCE

27-28 Sept 2017, The Everly Putrajaya

GROUP OF 5-9 PAX

RM 1199
per person

GROUP OF 4

RM1499
per person

EARLY BIRD

RM1599
per person

NORMAL RATE

RM1699
per person

Notes:

- Kindly contact Elite Essential should accommodation is required.
- Early bird rate applies to registration received 1 month prior programme.
- For group registration of 10 pax and above, please contact Elite Essential for exclusive rate.
- All prices not inclusive of GST. If you are non-GST organization, please talk to us for special arrangement.

Tel: 603 8063 9211, Fax: 603 8063 7211 | Email: training@elite-essential.com.my

ORGANISATION: _____

GST ID: _____

CONTACT PERSON / APPROVED BY: _____

ADDRESS: _____

DESIGNATION: _____

TEL: _____

FAX: _____

EMAIL: _____

Participant Details

NAME ①: _____

DESIGNATION: _____

H/ P: _____

EMAIL: _____

NAME ②: _____

DESIGNATION: _____

H/ P: _____

EMAIL: _____

NAME ③: _____

DESIGNATION: _____

H/ P: _____

EMAIL: _____

NAME ④: _____

DESIGNATION: _____

H/ P: _____

EMAIL: _____

Terms and Conditions:

- Registration fees include refreshments, lunches, course, materials, and certificate of attendance.
- Cancellation of registration must be made in written form (letter, fax or email) to Elite Essential Sdn Bhd before 10 working days prior to the event with 20% of the registration fees imposed for cancellation. The full registration fees will be billed to your organisation for cancellation received within 10 working days prior to the event or in a case of "no-show".
- Substitution of participant(s) is allowed with no additional charge provided Elite Essential Sdn Bhd is notified in writing of the name and designation of the new participant(s).
- Full registration fees must be received before commencement of the course. Participants with outstanding registration fees are required to make payment on site or present an undertaking letter, local order or letter of approval to participate. If one of these cannot be supplied, Elite Essential Sdn Bhd reserves the right to refuse admission.
- Elite Essential Sdn Bhd reserves the right to change the venue, facilitator and reschedule or cancel the course whenever deemed necessary. We shall inform the participant(s) if any changes arise.

MODE OF PAYMENT (please tick the appropriate box)

CHEQUE

BANK DRAFT

LOCAL ORDER

PAYMENT BY CHEQUES / BANK DRAFTS should be made payable to "Elite Essential Sdn Bhd" and crossed "A/C Payee Only"; (Maybank, A/C No: 5127 8102 2331; Swift Code: MBBEMYKL). You may bank in or send the cheques / bank drafts to us via registered mail / courier express. Please fax a copy of the transaction slip to us at Fax: +603-8063 7211 and indicate invoice number for verification purpose.

We fully understand and agree on the terms and conditions stated above.

.....
Authorised Signature

Name _____

Designation _____

Company Stamp:

Date: _____

To confirm your registration, kindly complete this form and fax to us at Fax: +603-8063 7211 or email: training@elite-essential.com.my
For course enquiry, please contact us at Tel: +603-8063 9211