

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

ENHANCING LEADERSHIP THROUGH SMART POLITICAL SAVVY



7-8
FEBRUARY
2018

THE EVERLY PUTRAJAYA

As a leader, political savvy is NOT about being political. Clearly organizations are a complex labyrinth of egos, issues, rivalries, sacred cows and personal sandboxes. Leaders who are “politically savvy” accept these facts and deal with them calmly. To them, these are the everyday elements of “organizational life”.

As such, people who are able to influence successfully within and outside of their direct area of responsibility, understand the underlying issues and context, the personalities involved, and get things done in this labyrinth with the least amount of disruption for maximum benefit – they are known as “politically savvy.”

Navigating organizational politics means getting comfortable with ambiguity, alliances, and authenticity. This 2-day workshop will equip you with knowledge and skills on how to understand the organizational culture, each group’s roles and responsibilities, and know who the key influencers are in each area, as well as effectively build alliances within the organization to help them achieve their objectives.

**PROUDLY
ORGANIZED BY**



ELITE ESSENTIAL
INTEGRATING PEOPLE AND KNOWLEDGE

**OFFICIAL
HOTEL**


The Everly
PUTRAJAYA

LEARNING OBJECTIVES

Upon completion of the programme, participants will be able to:

- Manoeuvre through complex political situations calmly, effectively and quietly
- Develop sensitivity to how people and organizations function
- Anticipates where the land mines are and plans your approach accordingly
- Develop the right views on corporate politics as a necessary part of organizational life and work to adjust to that reality
- Develop self towards being the maze-bright person

PROGRAMME OUTLINE

Building a Strong Reputation

- Create positive impression by acting in predictably honourable and ethical ways
- Under promise and over deliver
- Work to gain trust of the people who can provide information or important support to your success
- Avoid behaviours that could jeopardize others' opinions
- Be respectful and genuine with everyone

Able to Analyze the Situation and Context

- Image and reputation the organization hopes to project
- Behaviours considered acceptable
- Key stakeholders and people who have influence
- Reading peoples' emotional states

Keeping Political Conflicts to a Minimum

- Help the needs of your allies and show loyalty
- Consider adversaries interests and give something to them when possible
- Avoid insulting others and cause harm
- Give credit when its due to friends and foes alike
- Practice compromise and win-win negotiation

Developing Political Savviness from Day to Day Routine

- Listen at the coffee maker
- Know when to shut up
- Develop social aptitude through strategic networking
- Trust your instinct



Organizations and Political Complexity

- Getting to know key people in the organizations – Major gate keepers who control the flow of resource, information and decisions
- Developing comfort around higher management
- Work from the outside (audience, person, group) when you are around others

Building Partnership and Alliances

- Recognize people who share mutual or complimentary needs
- Find ways to bring key stakeholders together to discuss ways to help each other to be more effective
- Develop team and self-resourcefulness through continuous learning and knowledge sharing

Empathy and People Sensitivity

- The different thinking style of individuals
- Personality impacts on how people react to situations
- Reading the non-verbal
- Develop the skill on reading people and predicting their reaction

4 Steps in Mastering Office Politics

- Build strategic networks – Connect with the right people to build quality and diversity of networks
- Read the situation - Be perceptive observers
- Determine the appropriate behaviour before acting – Master impulse control
- Leave a good impression by being honest and sincere

REGISTRATION FORM

7-8 FEBRUARY | THE EVERLY PUTRAJAYA



ELITE ESSENTIAL
INTEGRATING PEOPLE AND KNOWLEDGE

WORKSHOP TITLE

Enhancing Leadership through
Smart Political Savvy
7-8 February 2018, The Everly Putrajaya

GROUP OF 5-9 PAX

RM 1299
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.

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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