

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

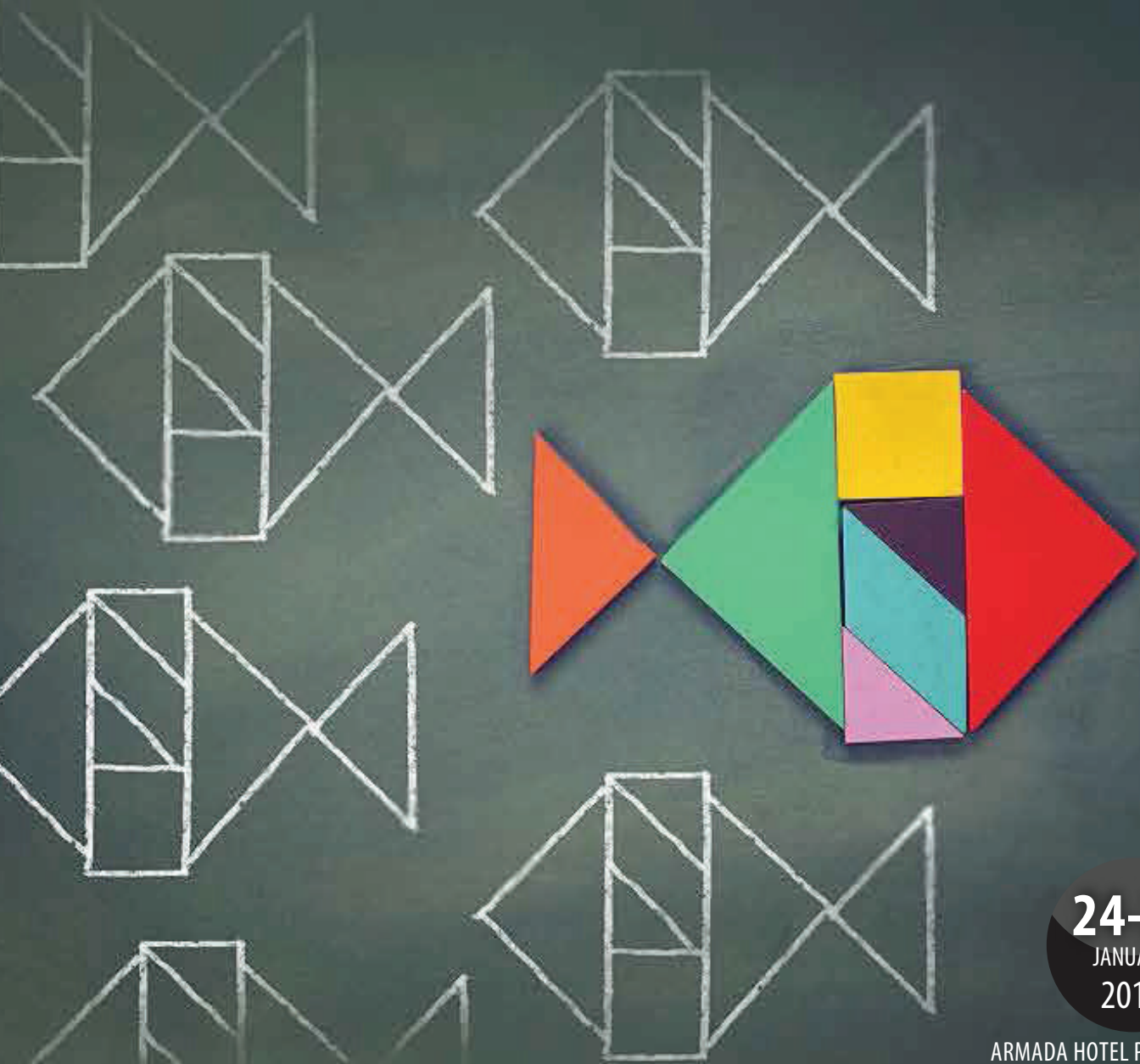
Tel: 603 8063 9211 Fax: 603 8063 7211 Email: training@elite-essential.com.my



ELITE ESSENTIAL
INTEGRATING PEOPLE AND KNOWLEDGE

POWER PERSONALITY AT WORK:

UNDERSTANDING SELF, OTHERS & BUILDING RELATIONSHIPS



24-25
JANUARY
2018

ARMADA HOTEL PETALING JAYA

PROGRAMME AT A GLANCE

Do you want to build positive working relationships with your colleagues, superiors, stakeholders and customers?

Success at work requires us to build effective relationships – both internal and external. Effective interpersonal skills are keys to achieving success at work through creating a harmonious workplace environment. It is amenable to fostering constructive working relationships, contribute effectively to the organisation by building strong and highly motivated teams.

This programme helps to gain a better understanding of yourself and others through Personality Profiling, a behavior assessment tool. It aims to explain the 'mystery' of human behaviours, enabling you to gain insights into the complexity of various workplace relationships and the key factors in pursuing productivity. It provides in-depth analysis on the strengths and weaknesses as well as the communication styles of yours and others. You will learn how to be a flexible communicator and to engage with a diverse range of individuals with confidence.

It will be a fun and fruitful session for you!

PROUDLY
ORGANIZED BY



ELITE ESSENTIAL
INTEGRATING PEOPLE AND KNOWLEDGE

OFFICIAL
HOTEL

ARMADA
PETALING JAYA

LEARNING OUTCOMES

After completing the programme, participants should be able to:

- Gain in depth understanding on self and others
- Have positive interactions whether at work, socially or at home
- Build excellent rapport and good relationships with others at work and life
- Influence others into action
- Develop their interpersonal and human relation skills in dealing with anyone
- Communicate tactfully and persuasively with self confidence
- Resolve conflicts and difficult interactions with others professionally

PROGRAMME OUTLINE

Decoding My Personality

- Discovering Me!
- What are my traits and how did I get them?
- My strengths - How do I use them?
- My weaknesses - Can I view them as my strengths?

Communicate for Rapport Building & Relationship Management

- Managing different personalities
- Using "Hot Words" for different personalities
- Handling different personalities
- Managing difficult situations
- Influencing different personalities

How to Get Results with Others

- Developing our natural curiosity
- Viewing others from a different angle
- Finding commonalities
- BREAKTHROUGH! (Forming relationships)
- Moving forward and maintaining relationships

Personality Dynamics: Understanding Human Psyche

- How it all begins?
- Why does personality matter?
- How does our personality influence our actions?
- Self Assessment - What's my personality?

Decoding Others

- Recognising the traits of people around you at work and life
- What makes them happy or excited?
- What makes them unhappy or annoyed?
- What do you have in common with them?

Who am I

- As a Boss
- As a Colleague
- As a Friend
- As a Parent
- As a Family member (son, daughter, brother, sister, husband, wife)

We may portray different personalities during different situations or when we are assuming different roles in our day to day responsibilities

Bonus Material! How to Decode KIDS!

- Understanding my kid(s)
- Did I have a role in shaping my kid's personality?
- What factors influence my child's personality development?
- Is it ok to shape my kid's personality to what I think is ideal?
- How to interact effectively with my kid?

REGISTRATION FORM

24-25 JANUARY | ARMADA HOTEL PETALING JAYA



ELITE ESSENTIAL
INTEGRATING PEOPLE AND KNOWLEDGE

WORKSHOP TITLE

Power Personality at Work

24-25 Jan 2018, Armada Hotel Petaling Jaya

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