

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

Kursus Empowerment Pembantu Tadbir **MEMBUKA MINDA DEMI KECEMERLANGAN**



30-31
JULY
2018

THE EVERLY PUTRAJAYA

Bersiap sedia untuk caj semula diri anda dengan tenaga baru yang memacu kerjaya, meningkatkan kepuasan kerja, dan menambah nilai yang lebih berharga kepada kehidupan dan organisasi. Anda akan mempelajari sifat dan minda yang diperlukan untuk mewujudkan daya positif di tempat kerja dan kehidupan.

Program 2 hari ini direka khas untuk mewujudkan pemikiran baru yang mendorong pelbagai tindakan. Ini merupakan satu program transformasi untuk sesiapa yang ingin mencapai matlamat, pemerkasaan, serta keputusan yang cemerlang dalam apa jua bidang pilihan mereka.

Peserta akan diinspirasi untuk menjadi lebih proaktif dan bertanggungjawab. Setiap peserta akan bermanfaat di mana dapat menjalani kehidupan yang bahagia dan penuh kepuasan di samping mencapai matlamat peribadi dan professional. Syarikat atau organisasi akan mendapat faedah daripada pekerja yang bermotivasi, fokus, dan berkeyakinan. Teknologi Pembelajaran Dipercepat (*Accelerated Learning Technology*) yang digunakan dalam program ini mempercepatkan pembelajaran sebanyak 400% berbanding dengan program lain.

**PROUDLY
ORGANIZED BY**



ELITE ESSENTIAL
INTEGRATING PEOPLE AND KNOWLEDGE

**OFFICIAL
HOTEL**



HASIL PEMBELAJARAN

- Mengekalkan minda yang positif dan proaktif.
- Dapat memotivasi diri sendiri dan mengekalkan kesejahteraan tertinggi secara konsisten.
- Melengkapkan peserta dengan kemahiran pemerkasaan diri untuk menambah nilai sikap, kecekapan, dan motivasi demi mencapai kecemerlangan individu dan korporat.
- Mengalami kesan anjakan positif dan kekal.

RANGKA PROGRAM

MEMPERKASA DIRI ANDA

- Pengenalan
- Siapakah saya?
- Apakah ciri-ciri orang yang berjaya?
- Mengapa keberkesanan peribadi penting?

TRANSFORMASI SELURUH JIWA RAGA ANDA

- Tujuan anda
- Impian
- Pentingnya perubahan
- Keluar dari zon selesa anda
- Mengapa sikap tidak ambil risiko adalah tidak sihat?

KUASA DALAM DIRI ANDA

- Seluruh jiwa raga - Badan, fikiran, hati dan jiwa
- Mengapa setiap keperluan perlu dipenuhi?
- Kuasa jiwa manusia

SIFAT KEPERCAYAAN PERIBADI

- Mengenalpasti keterbatasan kepercayaan
- Mengatasi keterbatasan kepercayaan
- Apa yang berlaku apabila anda menjalani kehidupan dengan keterbatasan kepercayaan?
- Punca sebenar keterbatasan kepercayaan dan ketakutan
- Di mana letaknya keterbatasan kepercayaan dan mengapa sukar untuk menjejaknya?
- Menghilangkan keterbatasan kepercayaan

MENCIPTA IMEJ DIRI YANG SIHAT DAN PROGRESIF

- Menangani persepsi orang lain terhadap anda

KUASA KATA-KATA

- Bagaimana kata-kata anda menunjukkan tingkah laku dan kepercayaan anda?
- Susun semula kehidupan anda dengan kata-kata yang memberi tenaga

KUASA MINDA ANDA

- Bagaimana minda anda mempengaruhi keputusan anda?
- Proses pelaziman kita
- Mengatasi batas keupayaan dan ketakutan

KUASA MENGAMBIL TANGGUNGJAWAB DAN MENGAMBIL TINDAKAN SEGERA

- Apakah Teknik Kebebasan Emosi (EFT – *Emotional Freedom Technique*)?
- Buka pintu ke arah kejayaan dan kebahagiaan

MEMAHAMI DAN MENGHARGAI DIRI SENDIRI DAN ORANG LAIN

- Memahami diri dan personaliti anda (*Personality Plus* oleh Florence Littauer)
- Bagaimana personaliti anda boleh mengubah kepercayaan dan tabiat negatif tertentu
- Bagaimana anda memproses maklumat?
- Mengenal bahasa kegemaran anda
- Keperluan asas emosi manusia dan bagaimana keterbatasan kepercayaan boleh mempengaruhi emosi anda
- Ketahui cara berkesan menjalinkan hubungan
- Ambil langkah tindakan

REFLEKSI DIRI DEMI KECEMERLANGAN

- Menghapuskan kebuntuan emosi
- Mengenal pasti tujuan anda
- Pentingnya pemaafan dan penghargaan
- Proses pemaafan
- *Goal Set Go!*

REGISTRATION FORM

30-31 JULY | THE EVERLY PUTRAJAYA



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WORKSHOP TITLE

Kursus Empowerment Pembantu Tadbir
MEMBUKA MINDA DEMI KECEMERLANGAN
30-31 July 2018, 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.

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ORGANISATION: _____

GST ID: _____

CONTACT PERSON / APPROVED BY: _____

ADDRESS: _____

DESIGNATION: _____

TEL: _____

FAX: _____

EMAIL: _____

Participant Details

NAME ①: _____

NAME ②: _____

DESIGNATION: _____

DESIGNATION: _____

H/P: _____

EMAIL: _____

H/P: _____

EMAIL: _____

NAME ③: _____

NAME ④: _____

DESIGNATION: _____

DESIGNATION: _____

H/P: _____

EMAIL: _____

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