

# EXECUTIVE TO MANAGER – THE TRANSITION WORKSHOP

**Date : 23<sup>rd</sup> – 24<sup>th</sup> March 2016**

**Venue : Vistana Hotel, Kuala Lumpur**

## Workshop Description

The transition from where you are responsible for your own work load to managing and being responsible for the workload of others can often be a difficult responsibility. This is one of the most traumatic periods in an individual's professional life; promoted from Executive to Manager.

This workshop is aimed at recently appointed Managers and is presented in two parts, beginning with understanding and managing self and thereafter proceeding to the management of others.

Using real world scenarios this workshop covers the skills required to make the adjustment from working alongside your colleagues to managing and motivating them to work for you.

It also includes appropriate attitude when dealing with employees, making a positive first impression, gaining respect as a new manager, and maintaining control to enhance productivity.

## Workshop Learning Objectives

- Clearly articulate your role and responsibilities as a manager;
- Be aware of individual strengths and weaknesses in managing others;
- Develop better interpersonal skills and communication skills;
- Determine the best ways to communicate throughout your organization;
- Learn and apply the principles of situational leadership;
- Effectively manage the performance of your direct reports;
- Capitalize on your employees' natural motivators for success;
- Identify the benefits and procedures of effective delegation;
- Uncover your strengths as a coach.

## Workshop Outcomes

- Remove the doubts on being a technical specialist or a people manager
- Successfully communicate goals and targets for understanding
- Be confident of personal ability to Manage a Team
- Create an Engage and Aligned Team for Success by seeing individuals and not a group
- Be seen as a Manager that is Engaged and Leading the Team

## Workshop Chronology

<b>0830</b>	<b>Registration</b>
<b>0900</b>	<b>Workshop Begin</b>
<b>1030 –1045</b>	<b>Morning Break</b>
<b>1300 –1400</b>	<b>Lunch</b>
<b>1530 –1545</b>	<b>Afternoon Break</b>
<b>1700</b>	<b>End of Workshop</b>

*Chronology applies for Day 1 and Day 2.*

## The Training Methodology

will be based on the ATCEN PEAK methodology. This will include:

- High Impact Short Lectures
- Lively Activities and Exercises
- Numerous Presentations and Discussions
- Continuous Real Time Feedback from Facilitator

## Who Should Attend?

- Executives
- New Managers
- Any newly promoted Manager or Supervisor

**Facilitated & Marketed by:**

**ATCEN**<sup>SM</sup>

This training is **PSMB claimable**  
Subject to PSMB approval

# Executive to Manager – The Transition Workshop

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## Module Outline

### Introduction

- Identifying the Role of a Manager?
- The Definition of an Effective Manager
- Principles of Being an Effective Manager

### Managing Yourself

#### Module 1: Connecting with the Leader In You

- Understanding the 4 Different Personality Types.
- Examining your Personality Profile and Management Style.
- Discover the Strength and Weakness of your Management Style.
- Immediate Improvement by Living Leadership Principles and Values

#### Module 2: Be More Effective by Managing Myself as a Manager

- Know your Responsibilities in Managing Others' Performance
- Understanding your KPI from a Manager Perspective
- Maximum Productivity by Leveraging on the Time Management Grid
- Eliminate Typical Procrastinators & Time Wasters and Setting Priorities

#### Module 3: Enhancing Communication Skills

- The 3 Essentials of Managerial Communication -Engage, Explain, Expectation.
- Managing Upward and Downward Communication
- The 3 Communication Areas for a Powerful and Positive Image Projection
- Developing Managerial Competence, Personal Connection and Principle Character

### Managing Others

#### Module 4: The Power of Good TEAMSs (Targets, Execution, Ability, Motivation for Success)

- Characteristics of A Successful Team
- Understanding and Overcoming the Vicious Cycle of Team Management
- Moving from Impossible to Possible

*Activity: Seeing Each Other – The Team and I*

#### Module 5: Developing Targets and Task Executions

- The Need for Specific SMART-COE Goals/ Targets
- Communicating Task Execution
- Ways to Delegate and Empower

#### Module 6: Enhancing Ability and Motivation Always

- The Development Goals of Any Person (Knowledge and Skills)
- 5 Ways to Develop the Team
- 5 Ways to Move the Team

*Exercise: Establishing a Personal Development Action Plan for Team Enhancement*

## Program Facilitator

### Jeremy Lee

Jeremy serves as CEO/ Principal Consultant of ATCEN Sdn Bhd and the Group CFO to the ATCEN Group of Companies. He is a Certified Personality Profiler with Thomas International, a Chartered Management Accountant (ACMA), Chartered Global Management Accountant, Chartered Accountant (Malaysia) and holds a MSc. in Engineering Business Management from Warwick University. He is also a Certified Trainer by Western Kentucky University (USA), a member of the Malaysian Association of Professional Speakers (MAPS) and was exempted from PSMB Train the Trainer Program.

Jeremy is highly sought after as a People Development Expert, Performance Optimization, Human Performance Improvement Consultant in the Service and Manufacturing Industry. With more than 15 years of both strategic and operational management experience, he has worked and been involved in numerous industries. Serving as a Trainer and Consultant for numerous companies, he has conducted and facilitated thousands of individuals in the areas of performance management, leadership skills, management skills, communication skills and coaching skill. He has facilitated workshops in Malaysia, Indonesia, Singapore, UK, US and China and is able to handle people from different backgrounds and levels

Jeremy has held a variety of leadership and project management roles in various organizations. He was Head of Recruitment Company, He was the key representative for a US University. He managed a Non-Profit Association. He is a Movie Producer (2 local films). He was the Senior Consultant with the largest Business Process Outsourcing organization in Asia, Head of Knowledge and Learning Management Division of a listed company, Special Project Manager for a Resort Group, Operation Head in a Resort in UK, Project Team Leader in a Technology start-up firm with and also an Internal and External Auditor.

He has experience in coaching and mentoring many types of people under various circumstances, leading them gain fantastic performance results at work and fulfilment in their life. As a coach he has been said to be a great listener, focused and flexible in his approach to getting the best out from individuals.

Jeremy is also sought after for his ability to handle of diverse personalities. Some of the companies he has worked with includes ACI, Atos Origin, AIA, AMEX, Altera, Ambank, Bursa Malaysia, Bank Islam, Bank Rakyat, Celcom, Comex Genesys, CNI, Continental Automotive, CIMB Bank, Danisco, Dell, DHL, DiGi, EON, Exxon Mobil, Etiqa, Fuji Xerox, Great Eastern, EPIC-I, Hitachi, HP, IJM, IBM, KWSP, KWAP, LaFarge, Maybank, MAA, Maxis, MBF, MYOB, Merck, Mesiniaga, Nokia, Nike, Newfield, Philips, Petronas, Prometric, MLRe, RHB Insurance, RHB Bank, Bank Rakyat, Scomi, Shell Trading, Shell, Sony, SRG, Standard Chartered, Telekom Malaysia, , TM Touch, TM Net, TNT, Tenaga, Umobile, Vsource, VADS, ZTE etc.

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## Companies that have attended “Executive to Manager – The Transition Workshop” public workshop since 2010

Abeam Consulting Sdn Bhd  
ACE Jermeh Insurance Berhad  
Agility Logistics Solutions  
Airfoil Services Sdn Bhd  
Akademi Pendidikan Jati Sn Bhd  
Amochem Sdn Bhd  
Amway (Malaysia) Sdn Bhd  
ASTRO  
Atlas Copco (M) Sdn Bhd  
Bank Islam  
Bank Rakyat  
Big Achievers Enterprise  
BMW Credit (Malaysia) Sdn Bhd  
BMW Malaysia Sdn Bhd  
British American Tobacco  
Bumi Armada Berhad  
Cadence Solution Sdn Bhd  
Cassis Services Sdn Bhd  
Celcom Axiata Berhad  
Century Software (M) Sdn Bhd  
Cogebi Asia Sdn Bhd  
Concorde Hotel  
Core Laboratories (M) Sdn Bhd  
Cranberry (M) Sdn Bhd  
Cybermed University College  
Danone Dumex (M) Sdn Bhd  
Dem Draexlmaier  
Dewan Philharmonik Petronas  
DHL Information Services (Asia-Pacific)  
Diamond Key International (M) Sdn Bhd  
Diversified Gateway Berhad  
Docuflo (MSC) Sdn Bhd  
Dorma Production (M) Sdn Bhd  
Ecolab Sdn Bhd  
Emas Energy Services (Thai) Ltd  
Expeditors (Malaysia) Sdn Bhd  
FiberTex Nonwovens Sdn Bhd  
Fibertex Personal Care Sdn Bhd  
Finexus International Sdn Bhd  
FlyFirefly Sdn Bhd  
F-Secure Corporation (M) Sdn Bhd  
Gemadept (Malaysia) Sdn Bhd  
GHL System Berhad  
Goodyear Malaysia Berhad  
iCIMB  
iKWSP  
InfoConnect Sdn Bhd  
Intelligence Outsourcing MSC Sdn Bhd  
Integrated Well Services Sdn. Bhd. (IWSSB)  
Jebsen & Jessen Communication Solutions (M) JP Logistics Sdn Bhd  
Kementerian Perbadanan Dalam Negeri  
Koperasi Dan Kepenggunaan (KPDNKK)  
KFC Holding (M) Bhd  
Kementerian Perumahan Dan Kerajaan Tempatan (KPKT)  
KRA (Malaysia) Sdn Bhd  
KRAIBURG TPE Technology (M) Sdn Bhd  
Levi Strauss (M) SB  
LF Asia (M) Sdn Bhd  
Linatex Rubber Products Sdn Bhd  
Logicalis Asia Pacific MSC Sdn Bhd  
Majuperak Holdings Berhad  
Malaysia SH Precision Sdn Bhd  
Malton Bhd  
Mary Kay (M) Sdn Bhd  
MAS Sdn Bhd  
Materialise Sdn Bhd  
Matrix Power Services Sdn Bhd  
Merchantrade Asia Sdn Bhd  
Merck Sharp & Dohme (M) Sdn Bhd  
Mesiniaga Alliance  
Mesiniaga Berhad  
Mesiniaga Services Sdn Bhd  
Micromechanics (M) Sdn Bhd  
Mitsui Soko Agencies (M) Sdn Bhd  
Mutia Murni Sdn Bhd  
Naza  
Network Alliance Technology Sdn Bhd  
Northport Malaysia Bhd  
OTIS Elevator Company (M) Sdn Bhd  
Pacific Mutual Fund Bhd  
Paluan Sejati  
PAOS Industries Sdn Bhd  
Paramount Construction Sdn Bhd  
Perbadanan Nasional Berhad  
Perdana Leadership Foundation  
Perdana Parkcity sdn Bhd  
Perodua Manufacturing Sdn Bhd  
PETRONAS (Kerteh)  
Petronas Chemical Group  
Petronas ICT Sdn Bhd  
Petronas LNG Sdn Bhd  
Pfizer (Malaysia) Sdn Bhd  
PGE0 Edible Oils Sdn Bhd  
PGE0 Marketing Sdn Bhd  
Pharmaniaga Research Centre Sdn Bhd  
Phitomas Sdn Bhd  
Pihak Berkuasa Pelaksanaan Koridor Utara  
PORTMAN College  
PrimeSourcing International Sdn Bhd  
Prometric Technology Sdn Bhd  
QBE Insurance (M) Sdn Bhd  
QNet Ltd  
Rampai Niaga  
RC Precision Engineering Sdn Bhd  
Sapura Kencana Petroleum Berhad  
Sarawak Energy  
Sarawak Shell Berhad  
Schaefer Kalk (M) SB  
Scopetel Sdn Bhd  
Selangor Industrial Corporation Sdn Bhd  
SGL Carbon Sdn Bhd  
Siemens Malaysia Sdn. Bhd.  
Silverlake Sprints Sdn Bhd  
SIRIM  
Sitt Tatt Company Sdn Bhd  
SMBC SSC Sdn Bhd  
SNT Global Logistics Sdn Bhd  
Sonofax Sdn Bhd  
Standard Chartered  
Star Publications (M) Bhd  
Suruhanjaya Syarikat Malaysia  
Symphony BPO Solutions Sdn Bhd  
Tan Chong Ekspres Auto Servis Sdn Bhd  
Tanjung Offshore Services Sdn Bhd  
TEB Quantum Technology Sdn Bhd  
Telekom Malaysia Berhad  
The Swatch Group (M) Sdn Bhd  
Thumbprints United Sdn Bhd  
Time Engineering Berhad  
Tenaga Nasional Berhad (TNB)  
TT dotcom Sdn Bhd  
UMW Corporation Sdn Bhd  
Universiti Kolej Shahputra  
UTSB Management Sdn Bhd  
Vacuumschmelze (M) Sdn Bhd  
Vale Malaysia Minerals Sdn. Bhd.  
Vizeum Media Services (M) Sdn Bhd  
Webse Sdn Bhd  
Weir Minerals Malaysia  
Wincor Nixdorf (M) Sdn Bhd  
Yamato Transport (M) Sdn Bhd  
Yayasan Inovasi Malaysia (YIM)  
Yoonsteel (Malaysia) Sdn Bhd

## Participants' Feedbacks

*“Great workshop & applicable to work environment”*

- Senior Security Analyst, TEB Quantum Technology Sdn Bhd

*“Presenter was passionate and articulate”*

*“This program gave me a “slap” on the myths of being a manager and it’s a good experience. Pretty motivating.”*

*“Very interesting training and would suggest to management.”*

*“Good course for further career.”*

*“This training is really good for me. With all this theory, I can transfer this to my workplace which is really important to me. Transformed to be a better manager.”*

*“This program is really good and gives high impact to me as it is relevant to my environment. The program is useful and benefits me.”*

**22<sup>nd</sup>**  
**SESSION**  
**SINCE**  
**2010!**

**89%**  
**Score on Trainer's**  
**Feedback – Last**  
**Session**  
**(June 2015)**

**295**  
**Numbers of**  
**participants that have**  
**joined this course**  
**(public workshop)**  
**since 2010**

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## Registration Form

### Participant 1

Name: (Mr/Ms): \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

### Participant 2

Name: (Mr/Ms): \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

### Participant 3

Name: (Mr/Ms): \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

**Human Resource / Approving Manager:** \_\_\_\_\_

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Invoice Attention To (Mr/Ms): \_\_\_\_\_

Company Stamp Chop:

### PROGRAMME FEE

**RM2,200 - per participant**

**(NOT inclusive of 6% GST)**

**Group Discount of 10%** for 3 or more participants who register for the workshop at the same time and are from the same organization.

*Price is inclusive of all materials, lunches and tea-breaks*

**\*\*This training is PSMB claimable**  
Subject to PSMB approval

### To register, complete this form:

1. Email form back to sender's email address/  
shera@atcen.com
2. Fax this form to +603-8940 2620

### Bank Draft:

Payable to **ATCEN SDN BHD** and courier to:  
18-1 Jalan Dagang SB4/1, Taman Sungai Besi Indah,  
43300 Seri Kembangan, Selangor Darul Ehsan,  
Malaysia.

### By Direct Transfer:

Account Name: **ATCEN Sdn Bhd**  
Bank : Public Bank Berhad  
Acc No : 3-1304600-34

All bank charges to be borne by payer.

For further information,  
kindly email your enquiry  
to [shera@atcen.com](mailto:shera@atcen.com)

## Terms & Conditions

1. Upon receipt of a completed registration form, it confirms that the organization is registering for the seat(s) of the participant(s) to attend the conference or training workshop.
2. Payment is required with registration and must be received prior to the event to guarantee the seat.
3. Payment has to be received 7 working days prior to the event date to confirm registration.
4. Payment is non-refundable if cancellation occurs 7 working days prior to event commencement. However a substitute is welcome at no additional charges
5. Walk-in participants with payment will only be admitted on the basis of seat availability at the event and with immediate full payment.
6. The organizer reserves the right to make any amendments and/or changes to the workshop, venue, facilitator replacements and/or modules if warranted by circumstances beyond its control.
7. The certificate of completion will be awarded by ATCEN Sdn. Bhd.
8. The information that you provide in the Registration Form and information provided at any other time during the event, can be used by the organizer and related parties to offer, provide and continue to improve its programs and other services. Participants are responsible to advise the organizer if they do not wish to be included in the above.

## For Office Use Only

Corporate Sales Consultant: SHERA

Invoice Number:

Invoice Date: