



Date of Commencement: 5, 7, 12 & 14 Oct 2010  
 Duration: 4 evening sessions  
 Time: 7.00pm – 9.30pm  
 Venue: IACT College  
 Fees: RM350 per participant  
 HRDF Training Grant: SBL

**T**his workshop gives you an understanding the role of Managers, and why it is important in an organisation. Participants will learn to establish the key ingredients in Effective Managerial Skills.

### Objectives:

Upon completion of this course, participants will:

- learn to venture out and seek opportunities to break new boundaries.
- be able to lead by example.
- learn to forge unity of purpose in an organisation.
- to develop effective and successful Managers and Leaders.

### Contents:

- Role of Managers
- Importance of Managerial Skills
- Set Direction and Values
- Importance of Group Contribution and Appreciation
- Effective Managerial Skills

**Suitable for Managers, Senior Executives, Assistant Managers**