



- ▶ internal office politics & positive image portrayal

This workshop teaches you how to handle difficult situation based on different problems occurred by implementing the survival strategies and tactics. Besides, you will learn the need and the importance of portraying a positive image to your employees by displaying different style and skills in order to improve the organization's efficiency and productivity.

Objectives:

Upon completion of this course, participants will:

- develop participants' understanding in solving internal office conflicts.
- equip participants hands-on role play & exercises to reduce office politics and learn the importance of portraying positive image to the employees.

Date of Commencement: 4, 6, 11 & 13 May 2011

Duration: 4 evening sessions

Time: 7.00pm – 9.30pm

Venue: IACT College

Fees: RM 350

HRDF Training Grant: SBL

Contents:

- How to handle internal office politics
Defining the situation.
Rules for the game.
Reducing the Circumstances.
Strategies for survival.
- How to portray positive image to your employees
Understanding the need.
Developing your qualities.
Showcasing your ability.
Providing leadership.

Suitable for Directors, Managers, Executives from HR, Learning & Development Department.