



(003587769-K)

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Course Name: ***Seronoknya Bekerja!***

Synopsis

This specially designed program for executives, clerical staff and support staff is to ensure that an employee's internal motivation is always there and built because this will ensure the improvement of the overall strength of the organization.

What You Will Learn

- Understand the importance of motivation as an active action for self- development
- Know the reason for the fall of self-motivation
- Understand the real method to increase and maintain self-motivation
- Understand some theories of motivation for self-development
- Know the opportunities for self-improvement
- Learn the Goal setting
- Motivate staff, build a right behavior and develop a decision-making skill
- Be a motivator to colleagues and the entire organization

Who Should Attend

Executive, Clerk and Support Staff

Prerequisite

N/A

Course Methodology

- Theory
- Hands-On
- Discussions
- Interactive Classroom Session

Course Duration

2 days - 9am - 5pm

Course Structure

Session 1: Understanding Happiness at Work

Gain insights into the importance of happiness in the workplace, its impact on employee engagement, productivity, and organizational success.

Session 2: Positive Work Culture

Explore the elements of a positive work culture, including trust, camaraderie, appreciation, and meaningful work, and how they contribute to employee happiness.

Session 3: Work-Life Balance

Learn strategies for achieving a healthy work-life balance, including time management techniques, setting boundaries, and prioritizing self-care.

Session 4: Mindfulness and Stress Reduction

Discover mindfulness practices and stress reduction techniques to cultivate present-moment awareness, reduce stress, and enhance resilience.



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Session 5: Effective Communication

Enhance communication skills to foster open dialogue, active listening, and constructive feedback, promoting understanding and connection among team members.

Session 6: Strengths-Based Approach

Identify and leverage individual strengths and talents within the team, promoting a strengths-based approach to work and collaboration.

Session 7: Gratitude and Appreciation

Explore the power of gratitude and appreciation in fostering positivity, building strong relationships, and enhancing overall well-being.

Session 8: Feedback and Reflection

Feedback mechanisms are incorporated to help individuals assess their strengths and areas for improvement. Reflection exercises encourage participants to think critically about their thinking processes and identify strategies for enhancement. At the end of the program, every group will present their discussion note.