



***For executives and supervisors the ability to communicate effectively is their most important asset for they require the skills to get the job done through people***

## OBJECTIVE

The course aims to equip managers and supervisors with the essential communication skills in managing employees and handling interpersonal relations more effectively

## KEY AREAS COVERED

- The nature of communication and the presentation process
- Barriers to communication
- Verbal and Non verbal communication
- Body language
- How to be an effective listener.
- Tips on giving a talk or presentation in public
- How to control nervousness and stage fright.

## METHODOLOGY

The method and presentation will be participative and skill oriented. In addition to lectures and discussions, there will be group exercises and practice sessions



## FOR WHOM

Managers / Head of Department / Executives / Senior Executives

## COURSE FEE

- RM 600 + 6% GST per day ( members)
- RM 700 + 6% GST (others)

## FACILITATOR

An experienced HR Consultant / Practitioner with various industries background.

## CANCELLATIONS & TRANSFER

If you are unable to attend, a substitute delegate is welcome to attend in your place at no additional charge. A full refund, less 10% administrative charges, will be given if cancellation is received in writing at least 7 days prior to the program. No refund can be made for cancellation received less than 7 days prior to the program.

<u>Klang Valley</u>	<u>Nothern Region</u>	<u>Southern Region</u>
<ul style="list-style-type: none"> <li>•Armada Hotel, PJ</li> <li>•Date to be announce based on response</li> </ul>	<ul style="list-style-type: none"> <li>•KISMEC, Kulim</li> <li>•Date to be announce based on response</li> </ul>	<ul style="list-style-type: none"> <li>•Good Hope Hotel, JB</li> <li>•Date to be announce based on response</li> </ul>

Please register me for .

Date of Training:

## REGISTRATION FORM



MIHRM is a class A training provider (serial number: 3215)

Membership No.

Name

Company

Designation

Address

Email Address

Tel No. (office)

(fax)

(mobile) Contact Person

Enclosed cheque No./bank draft \_for RM \_\_being payment for\_ participant(s).

(Payment made payable to "Malaysian Institute of Human Resource Management / CIMB Acct no: 800 2324 212)