



# Executive Management Training Programme: The Fundamentals of Management

**EARLY BIRD  
DISCOUNT!**  
Save RM200 when  
you register before  
**26 September  
2012!**



Wednesday & Thursday  
24 & 25 October 2012  
Concorde Hotel  
Kuala Lumpur

## INTRODUCTION

The task of being a manager can be intimidating and challenging. His or her role involves teaching new skills to employees, helping land a new customer, accomplishing an important assignment, increasing performance pace and quality, and much more. The process of management can be very trying at times, but it can also achieve a sense of fulfilment that you never imagined possible.

Organisations rely on managers to make the most out of situations and get the best possible results. For this to happen, managers must understand the basic skills required in the field of management. These include:

- Communication, organisational, motivational and goal setting skills
- Coordination, working together with others (individuals, departments, cost/profit centres etc)
- The skills to identify and hire talented employees
- The skills in conflict resolution and coaching

## KEY BENEFITS

The purpose of this training programme is to enlighten the new or trainee manager, and to give the opportunity for those who are already in managerial positions, to review and recap the fundamental skills essential in outstanding management.

## WHO SHOULD ATTEND

- Intended management personnel, lower management and newly promoted managers from supervisory positions.
- Experienced middle management personnel for a formalisation and recognition of theory to practical tasks, as well as an opportunity to improve their managerial applications.

## METHODOLOGY

Two Day Instructional Programme, with Case Studies, Workshop and Group Activity.

## PROGRAMME OUTLINE

### DAY ONE – WEDNESDAY 24<sup>TH</sup> OCTOBER 2012

**8.30am** – Registration and Morning Coffee

**9.00am** – Opening Remarks

**9.15am**

- **Terms, Definitions and Misconceptions**

**10.15am** – Morning Break

**10.30am**

- **The Values of Organisation, Time Management and Delegation**
  - a. Self organisation
  - b. Planning
  - c. Prioritisation
  - d. Time management
  - e. Delegation attributes, approaches and process.

- **Resource Management**

- **Team building and Leadership**

**12.30pm** – Networking Lunch

**1.45pm**

- **Talent identification, hiring and interviewing**

- **Employee motivation**

- **Goal setting**

**3.45pm** – Tea Break

**4.00pm**

- **Measuring and monitoring the quality of performance**

- **Organisational:**

- a. Coordination
- b. Structure
- c. Culture and Attitude

**5.00pm** – End of Day One

## DAY TWO – THURSDAY 25<sup>TH</sup> OCTOBER 2012

**8.30am** – Registration and Morning Coffee

**9.00am** – Opening Remarks

**9.15am**

- **Change Management**

**10.15am** – Morning Break

**10.30am**

- **The Fundamentals of Business Finance**
  - a. Business Planning
  - b. Business Accounting
  - c. Financial Control
  - d. Capital Investment
  - e. Budgeting
  - f. Working Capital Management

**12.30pm** – Networking Lunch

**1.45pm**

- **Business Processes and Optimisation**
- **Continuous Improvements Management**
- **Case Studies and Workshop**

**3.45pm** – Tea Break

**4.00pm**

- **Participants' Group Activity in Business Management**

**4.30pm** – Q & A

**5.00pm** – End of Course

### ABOUT THE WORKSHOP LEADER

#### Ivan Frois (PSMB Certified)

In the 25 years since graduating from university and professional qualification in the UK in the early 1980's Ivan Frois has worked in a number of roles in the realm of financial and management accountancy, and also in corporate finance, from client financial executive to accountant, from financial analyst to controller, as well as in the positions of chief financial officer, in a number of corporations in the field and industries of auto manufacturing, sports management, oil and gas, telecommunications, information technology and computers, pharmaceuticals and orthopaedics, investment banking, and financial derivatives. Most of the places of employment Ivan had worked in were multinational corporations, notably International Management Group (London, UK), Compaq Computers (European HQ in Munich, Germany) and Telefonica (subsidiary in Zurich, Switzerland). In 2006 Ivan returned to Malaysia as his permanent base and has to date worked as an accounting and corporate finance consultant to various corporations in the field and industries of information technology, construction, forestry management and palm oil, as well the provision of accounting and corporate finance education and training. Ivan graduated from the University of Sheffield, UK and trained as a management accountant (CIMA) in London, UK.

### Course Registration Form: (Please Read Terms & Conditions)

#### Executive Management Training Programme: The Fundamentals of Management

Wednesday - Thursday, 24 - 25 Oct 2012, Concorde Hotel KL

#### Registration Fee Details (tick where applicable)

Early Bird Fee **RM1250**

Regular Fee **RM1450**

\* Early Bird Expires 26 September 2012

**Closing date of registration: 23 October 2012**

#### Delegate Details

##### Delegate 1

Mr / Ms / Mrs: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

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

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

#### Approving Managers Details

Mr / Ms / Mrs: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

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

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

Company Stamp: \_\_\_\_\_

#### Payment Methods

Cheque (Please make cheque payable to **JSK Events Sdn Bhd**)

Telegraphic Transfer

<b>Account Name</b>	<b>JSK Events Sdn Bhd</b>
<b>Name of Bank</b>	<b>HSBC Bank Malaysia Berhad</b>
<b>Account Number</b>	<b>352 – 490775 - 101</b>
<b>SWIFT Code</b>	<b>HBMBMYKL</b>
<b>Address</b>	<b>Ground Floor Wisma UEP, Jalan USJ 10/1A, 47620 Subang Jaya, Selangor DE</b>

#### Terms & Conditions:

- 1) Registrations will be confirmed upon receipt of your completed Registration Forms
- 2) Full payment must be made before the date of the seminar.
- 3) If you are unable to attend the cost, a substitute delegate is welcome at no extra cost.
- 4) For cancellations received in writing more than 7 working days prior to the course, a full refund will be made. Regrettably, no refund can be made for cancellations less than 7 working days from the date of the course and the amount remains payable. A complete set of course documentation will be given.
- 5) All speakers and topics are correct at the time of printing. JSK Events Sdn Bhd reserves the right to substitute speakers and cancel or alter the content and timing and venue of the program for reasons beyond its control.
- 6) Where group discounts are applicable, delegates must sign up collectively.
- 7) For payments on or after the day of the event, a Letter of Undertaking (LOU) must be provided.

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