

Sarkina Bt Mat Saad @ Shaari

From: Executive Education Profesional Development
Sent: Khamis, 10 September 2015 3:30 ptg
To: UUM - All Staff
Subject: Makluman Awal : Kursus Managing Changing Work Environment



Awang Had Salleh
Graduate School
of Arts And Sciences
Universiti Utara Malaysia



10 SEPTEMBER 2015 / 26 ZULKAEDAH 1436H

=====

"UUM : UNIVERSITI PENGURUSAN TERKEMUKA"
(THE EMINENT MANAGEMENT UNIVERSITY)

Assalamualaikum WBT

Sukacita dimaklumkan bahawa Executive Education Profesional Development (EPPD) akan mengadakan kursus seperti berikut:



**MANAGING CHANGING WORK ENVIRONMENT :
INCLUCATING CREATIVITY & EFFECTIVENESS**
BY : DR. HISHAM DZAKIRIA



"Building Communication Qualities, Sustaining Positive Changes, Increasing Effectiveness"

OBJECTIVES

- This training is specifically designed as a comprehensive Training sessions which aims to :
- ◆ Stimulate interest in the correct use of interpersonal Communication skill so that they can be applied in an Accurate, clear and concise manner.
- ◆ Motivate participants to develop confidence and expertise In handling effective business communications, and
- ◆ Encourage participants to steer conversations and influence people.

TRAINING BENEFITS

- This training will enable You to :
- ◆ Sharpen your communication skill to improve Clarity and conciseness
 - ◆ Identify the weaknesses that undermine your Ability to communicate effectively
 - ◆ Pave the way for positive interactions
 - ◆ Improve public relation services in the industry
 - ◆ Anticipate and avoid common misunderstandings
 - ◆ Build greater relationship skill that emphasize trust and respect Between and within organization in Higher Education industry

PROGRAMME FEE

Inclusive of meals and training materials during the training dates.

MYR 599.00

WHO SHOULD ATTEND

- Proposed participant could include :
- * All University Executive Staff members.
 - * Senior Assistance Registrars Officers.
 - * All University Assistance Registrars.
 - * All University front liners and interested individuals.

Contact Persons:

- ◆ Cik Nur Zakira Awang
Executive
Tel : +604-9285015
Fax : +604-9285018
Email: nurzakira@uum.edu.my
- * Amirullah Ikrami Akbar Jahan
Executive
Tel : +604-9285015
Fax : +604-9285018
Email: amirullah@uum.edu.my

Sekiranya ada sebarang pertanyaan bolehlah menghubungi **Amirullah Ikrami** atau **Nurzakira** di talian **5007/5015**

Executive Education Professional Development
College of Arts and Sciences
Universiti Utara Malaysia
06010 UUM Sintok, Kedah

Tel: +604 9285004/5007/5015 Faks: +604 9285018

Email: eepd@uum.edu.my

