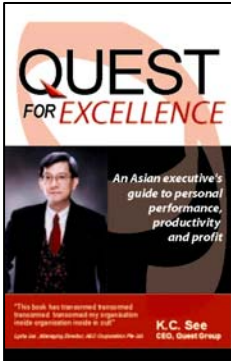


Programme Duration: 2 Days

COURSE DESCRIPTION:



Quest for Excellence is the ultimate manager's learning event. It is based on results of years of experience in the training and consulting with Asian managers over the last 20 years. As managers and executives are busy with operational issues, availability of time to attend training becomes a major concern. Using accelerated learning, *QUEST for EXCELLENCE* is powerful and highly practical one-day seminar is based on 20 years of research on managing in an Asian context, not on western values.

This program focuses on helping managers and executives to further improve performance productivity and profits in their companies without necessarily working harder. Using activity based learning; the impact is proven with long lasting and significant and has helped organizations made tremendous changes in their results.

KC See, author of the book and the CD of the same title, shares his experience in personal development for corporate executives who wishes to advance in their career. K.C. See has trained thousands of managers in Malaysia, Indonesia, Philippines, Singapore and China.

OBJECTIVES:

The program provides a well-researched and complete one day high impact learning opportunity to help managers and executives achieve the following learning objectives. At the end of the program, managers and executives will be able to;

- Lay down a specific plan that will enable them to implement the Work Smart philosophy into their daily work requirements
- Set goals and targets for themselves as well as with their subordinates
- Use questioning skills as a way to train, monitor, guide and manage the performance of their team and others that they have to deal with
- Adopt the five step approach to planning for implementation and the potential problem analysis tool to manage risk
- Make decisions and solve problem, in shorter time with better judgment and more effectively
- Use creativity in their daily work to deal with issues where precedents are not in existence and to find new approaches to new challenges
- Be able to communicate better with their bosses and forge a better relationship
- Use the power of recognition and appreciation to motivate subordinates as well as co-workers
- deal with changes for themselves as well as manage changes with others and overcoming resistance

WHO SHOULD ATTEND:

This seminar is designed for BUSY managers and executives who need a one day getaway from running around and from their pressured environment to reflect on their activities and find a smarter way to achieve results with less stress and less sacrifices.

There is a story of the woodcutter who was frantically sawing a tree that when someone came by and told him that his saw is blunt; replied that he is too busy to sharpen his saw. Yes...for those who needs to sharpen their saw and realize that sawing a tree with a blunt saw is plain foolishness.

METHODOLOGY:

The instruction process is structured based on accelerated learning concepts and application. The activity-based learning process includes a cross spectrum of, individual and team work, discussions, simulations, games and team action planning and resource feedback. The workshop sessions are enriched by audio-visual materials and experiential group dynamics to reinforce learning. The feedbacks have always echoed one common conclusion: Never a dull moment.

COURSE OUTLINE/CONTENTS:

This seminar will cover 18 different critical areas of success for any executives at work. You can call this a **one-day mini MBA from the University of Hard Knocks.**

PART 1: WORKING WITH YOURSELF

- The Art of Working Smart
- Working Smart Ideas
- Dealing With Changes
- Setting Goals for Career Growth
- Self leadership and their power of pro-activity

PART 2: WORKING WITH OTHERS

- The Objectives of Training
- Managing Difficult People
- Recognition & Appreciation
- Presenting Ideas To The Boss

PART 3: WORKING WITH PROCESSES

- Questioning Skills
- Harnessing Creativity
- Decision-Making
- Problem-Solving
- Planning for Successful Implementation

PART 4: WORKING WITH CORPORATE OBJECTIVES

- The Challenge of Strategic Alignment
- Great customer service: the Key
- Increasing Productivity
- Getting bottom line results