

JADUAL KURSUS

KURSUS MANAGEMENT TOOLS 3/2022

	8.30 – 9.00 pagi	9.00 –10.30 pagi	10.30 – 10.45 pagi	10.45 pagi – 12.45 tengah hari	12.45 tengah hari – 2.30 petang	2.30 – 4.30 petang
18/10/2022 (Selasa)	Registration	<i>Introduction to Management Tools and Overview on Required Skills Towards Effective Organisational Management</i> <i>(Pn. Nuraizah binti Mohd Zam)</i>	Minum pagi	<i>Practising the Appropriate Tools for Communication</i> <i>(Pn. Nuraizah Mohd Zam)</i>	Makan tengahari/ solat	<i>Unleashing Your Creative Thinking in an Organisation</i> <i>(Pn. Kathleen Nandong)</i>
19/10/2022 (Rabu)	<i>Problem Solving in an Organisation</i> <i>(Pn. Nuraizah binti Mohd Zam)</i>			<i>Strategic Tools for Managing an Organisation</i> <i>(Pn. Nuraizah binti Mohd Zam)</i>		<i>Discussion and Group Presentation</i>
20/10/2022 (Khamis)	<i>Benchmarking and Creating Desired Performance in an Organisation – Setting Your Priority</i> <i>(Pn. Nuraizah Mohd Zam)</i>			<i>Course Reflection and Course Evaluation</i> <i>(Pn. Nuraizah Mohd Zam)</i>		