

## JADUAL KURSUS *MANAGEMENT TOOLS*

Time/ Dates	8.30 – 9.00 am	9.00 – 10.30 am	10.30 – 10.45 am	10.45 am – 12.45 pm (2 hours)
Tuesday 4 Apr 2023	Registration	<i>Introduction to Management Tools and Overview on Required Skills Towards Effective Organisational Management (Pn. Nuraizah binti Mohd Zam)</i>	Morning Break	<i>Practising the Appropriate Tools for Communication (Pn. Nuraizah binti Mohd Zam)</i>
Wednesday 5 Apr 2023	<i>Unleashing Your Creative Thinking in an Organisation (Ms. Kathleen Nandong)</i>			<i>Problem Solving in an Organisation – Learn and Do (Pn. Nuraizah binti Mohd Zam)</i>
Thursday 6 Apr 2023	<i>Strategic Tools for Managing an Organisation – Case Study (Pn. Nuraizah binti Mohd Zam)</i>			<i>Benchmarking and Creating Desired Performance in an Organisation – Setting Your Priority</i>  <i>Course Reflection and Evaluation (Pn. Nuraizah binti Mohd Zam)</i>