

JADUAL KURSUS

KURSUS *MANAGEMENT TOOLS 2/2023*

| | 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 |
|--------------------|--|--|--------------------|--|---------------------------------|---|
| 10/7/2023 (Isnin) | Registration | Introduction to Management Tools and Overview on Required Skills Towards Effective Organisational Management (Pn. Nuraizah binti Mohd Zam) | Minum pagi | Practising the Appropriate Tools for Communication (Pn. Nuraizah Mohd Zam) | Makan tengahari/ solat | Unleashing Your Creative Thinking in an Organisation (Pn. Kathleen Nandong) |
| 11/7/2023 (Selasa) | Problem Solving in an Organisation (Pn. Nuraizah binti Mohd Zam) | | | Strategic Tools for Managing an Organisation (Pn. Nuraizah binti Mohd Zam) | | Discussion and Group Presentation |
| 12/7/2023 (Rabu) | Benchmarking and Creating Desired Performance in an Organisation – Setting Your Priority (Pn. Nuraizah Mohd Zam) | | | Course Reflection and Course Evaluation (Pn. Nuraizah Mohd Zam) | | |