

JADUAL KURSUS

KURSUS MANAGEMENT TOOLS 3/2023

	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
3/10/2023 (Selasa)	Registration	<i>Introduction to Management Tools and Overview on Required Skills Towards Effective Organisational Management</i> (Pn. Nuraizah binti Mohd Zam)	Minum pagi	<i>Practising the Appropriate Tools for Communication</i> (Pn. Nuraizah Mohd Zam)	Makan tengahari/ solat	<i>Unleashing Your Creative Thinking in an Organisation</i> (Pn. Kathleen Nandong)
4/10/2023 (Rabu)	<i>Problem Solving in an Organisation</i> (Pn. Nuraizah binti Mohd Zam)			<i>Strategic Tools for Managing an Organisation</i> (Pn. Nuraizah binti Mohd Zam)		<i>Discussion and Group Presentation</i>
5/10/2023 (Khamis)	<i>Benchmarking and Creating Desired Performance in an Organisation – Setting Your Priority</i> (Pn. Nuraizah Mohd Zam)			<i>Course Reflection and Course Evaluation</i> (Pn. Nuraizah Mohd Zam)		