

JADUAL KURSUS *MANAGEMENT TOOLS SIRI 1/2024*

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 9 Jan 2024	Registration	<i>Introduction to Management Tools and Overview on Required Skills Towards Effective Organisational Management</i> (Pn. Nuraizah binti Mohd Zam)	Morning Break	<i>Practising the Appropriate Tools for Communication</i> (Pn. Nuraizah binti Mohd Zam)
Wednesday 10 Jan 2024	<i>Unleashing Your Creative Thinking in an Organisation</i> (Pn. Nuraizah binti Mohd Zam)			<i>Problem Solving in an Organisation – Learn and Do</i> (Pn. Nuraizah binti Mohd Zam)
Thursday 11 Jan 2024	<i>Strategic Tools for Managing an Organisation</i> (Pn. Nuraizah binti Mohd Zam)			<i>Benchmarking and Creating Desired Performance in an Organisation – Setting Your Priority</i> <i>Course Reflection and Evaluation</i> (Pn. Nuraizah binti Mohd Zam)