

INTERNATIONAL TRAINING PROGRAM

Successful Execution: Converting Plans to Action Effectively



Training Schedule:

26-27 June 2017

8:30 am – 5:00 pm

Venue: Hotel (TBC)

Language: English

Deadline:

12 June 2017

Course Objective:

At the end of the program, participants will be able to:

- Understand the relevant theories and concepts pertaining to effective planning and execution of organizational efforts
- Learn a wider scope of execution process including planning, implementation, resource alignment and team management
- Utilize the assessment tools, templates and guidelines for successful planning and implementing of projects as well routine works
- Design appropriate measurements for performance results and sustain desired performance
- Manage teams more effectively through goals setting, roles and procedures definition and conflict management

Target Audience

This course crafted and designed suitably for Executives and Managers and above.

Training Fee:

- Direct Member:

USD 280 Nett/person

- Member of GMAC, MBCC, CMA, IBC, ACRA, BBAC, EuroCham, AMCHAM, MAC:

USD 300 Nett/person

- Non-Member:

USD 320 Nett/person

Fee is inclusive of lunch and learning materials. Certificate of completion provided.

Course Content:

INTRODUCTION TO SUCCESSFUL EXECUTION: CONVERTING PLANS TO ACTION EFFECTIVELY

- *Management Hierarchy-Level of Management*
- *Types of Managers-Leadership Pipeline*
- *Managing Self*

PLAN FOR RESULTS

- *Scoping*
- *Goals Alignment*
- *Measurements*
- *Executive Plan*

REALIZE THE PLAN

- *Performance Tracking*
- *Follow Through*
- *Accountability*
- *Risk Management*
- *Communication*

ALIGN THE RESOURCES

- *The Resources*
- *Resources Alignment*
- *Identification of Resource Issues*

ENERGIZE THE TEAM

- *Team and Teamwork*
- *Team Goals, Roles and Procedures*
- *Conflict management*
- *Dealing With individual Performance*
- *Reward and Recognition*



Trainer Profile:

Encik Syed Hanafi has extensive experience in the business and management worlds. He worked for 10 years for an investment holdings company, serving in different capacities in corporate affairs and in regulatory and statutory compliance. He has spent 20 years in the airlines and tourism industry, where he held various management responsibilities, both locally and internationally.

Encik Syed Hanafi's areas of specialisation include a wide range of business training and organisational development. He has led courses on Sales and Service Management; Marketing Strategy for International Business; 5 Disciplines of Results-Oriented Managerial Leaders; From Planning to Results: Execution!; Managing People; HR for Non-HR Managers; Successful Interview Techniques for Managers; Human Behaviour at Work; Crisis Management; and, Leading and Implementing Organisational Change. He has a warm and friendly approach to training and teaching which enables his students to relax and learn easily. They can then translate what they have learned with confidence into their roles in the workplace. His main focus lies in the areas of strategy and execution – "the discipline of getting things done", as he puts it. His educational affiliations include membership of the Graduates of Staffordshire University Alumni, in the UK, and membership of the Graduates of the Royal Melbourne Institute of Technology (RMIT) Alumni in Australia. He is a Certified Professional Trainer (MIM-CPT) for PSMB, a MIM-PNS Certified Professional Franchise Manager (MIM-CPFM) and a MIM Assessor Facilitator with the MIM Certified Professional Manager (MIM-CPM) programme. He is also Australia Certified Trainer for Training and Assessment Level 4 (TAA 04).

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For further information and registration, please contact:

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