



MINDSET TRANSFORMATION

Transforming Your Mindset Towards Achieving Personal & Team Excellence in Your Work

HRDF

www.zohlgroup.com

COURSE CODE: NT-PD-13a

LEVEL: Basic

LANGUAGE: Bahasa & English

OVERVIEW

Transforming Mindset workshop is geared towards every individual who is seeking to make changes your priority. You are committed to change. You are on the mission to embark on the journey to create a difference in your life. The programs in this workshop will help you to foster behavior and thinking that cultivate success. Learn how to evaluate your mindset and adopt the right techniques to increase personal effectiveness. After the workshop, you will be able to put into practice what has been taught to be more prepared to face the corporate world with an increased self-confidence. So start your personal mission today to discover who you are and who you can be!

OBJECTIVES

This powerful MINDSET TRANSFORMATION PROGRAM will re-ignite the passion for work and life and inspire participants to outdo their current performance and reach the peak performance. Participants will eliminate their current negative mindset, behaviors, attitudes, values that stop them from achieving and enjoying the best rewards in your organisation. Your staff will be loyal, excited to work harder, stay longer with the company & achieve results that never had before.

COURSE BENEFITS

At the end of the course, you will be able to:

- Boost your confidence and credibility
- Demonstrate a commitment to pursue in excelling in personal effectiveness
- Keep pace in this fast-changing work environment
- Present yourself confidently to move up the career path

COURSE DURATION

2 days (9am—5pm)

Tea Breaks: 10:30am & 3:30pm. | Lunch: 1:00pm-2:00pm

Note: Please contact our office for Training Date or visit our website for details (www.zohlgroup.com)

METHODOLOGY

This program will be conducted with:

- Interactive Lecturers | PowerPoint presentation
- Discussions | Practical Exercise | Role Play

TARGET AUDIENCE

This Workshop is suitable for anyone who wants to prepare himself/herself to take on new challenges and progress in his/her personal life, as well as make positive impact to his/her organisation. This workshop is also suitable for any organisations who seek to equip their employees with growth mindset to maximise personal, team and organisation's growth and potentials.

Example :

Executives, managers, supervisors, frontline staff, receptionists, sales representative & middle management

LOCATION

Mindset Discovery Center™@ZOHL, Bandar Sri Damansara, Kuala Lumpur or Client's Preferred Location or any hotel in the selected Region(s)

COURSE OUTLINE

Participants in this course will:

- Understand the need to have a growth mindset
- Examine your thought choices that will determine the outcome
- Understand emotions and the power of beliefs
- Explore on the techniques to deal with fixed mindsets
- Learn to be optimistic and overcome your personal beliefs
- Learn about the critical elements of motivation
- Understand what you need to do to feel positive
- Acquire knowledge on how to increase positive thinking

COURSE CONTENT

Module 1

THE MINDSET OF TOP 5%

- Mindset, values and habits of a superstar employee
- Combining mindset, appearance and communication to excel at work
- Understanding The Concept of Top 5%
- Why most people fail and how some make it big
- The Driving Force in you
- The 'whatever it takes attitude'

Module 2

EXPANDING YOUR PURPOSE AT WORK

- The opportunities organisation can offer you - growth, promotion, benefits, and rewards
- The rewards of success and punishment of failure
- The happy contributor concept at work
- The successful working values and principles
- The concept of extra 1% at work

Module 3

PERSONAL TRANSFORMATION FOR PEAK PERFORMANCE

- Learning the 7 principles of the great achievers
- Focus your mind and master your emotions to finish what you start
- INCREASE the burning desire for optimum work results
- How to motivate yourself to be at peak performance
- Daily self reflection and Success Record Keeping
- The secrets of being present at work

Module 4

MASTERMIND GOAL SETTING SECRETS

- Goal setting for short, middle and long term
- Managing personal priorities at work and home
- The concept of 5 - 3 - 1 star planning skill
- Measurement Personal and work Goals in 2018
- 30 - days Action plan after training

Change
your mindset!



Customized In-House Training Program is available in the following areas:

Administrative Skills | Career Development | Human Resources | Personal Development | Sales & Marketing | Leadership & Management | Workplace Essentials | Entrepreneurship | Soft Skills | Engineering | Telecoms | IT

CALL US FOR DETAILS or VISIT OUR WEBSITE AT WWW.ZOHLGROUP.COM



Sebarang pertanyaan sila hubungi Cik Niesa

ZOHL Consultancy Sdn Bhd (332967-D)(GST ID:000327831552)

M2-15-02, Level 15, 8trium Tower 2, Jalan Cempaka SD 12/5

Bandar Sri Damansara, 52200 Kuala Lumpur

T: 03.6279.9276 F: 03.6279.0663 HP: 013.398.1038 E: training@zohlgroup.com



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COURSE FEE

RM1,200 per person

(Fee inclusive of Course Material, Attendance Certificate, and Meals)

CERTIFICATE

Participants will be issued a Certificate of Attendance/Accomplishment upon successful completion of this training program. Full attendance is a pre-requisite.

HRDF CLAIMABLE

Yes. SBL Khas. If your company contributes to HRDF Fund

REGISTRATION METHOD

1. **Online:** http://zohlgroup.com/hrdf_registration/ OR
2. Download this brochure at: <http://zohlgroup.com/hrdf-brochures/> and fill up the required information. Then please fax to: 03.6279.0663
3. Or contact our office at: 03.6279 9276 / 013.398.1038

FACILITATOR

Puan Rozitah Mohd Hashim will be able to provide you with high quality consulting services not just based on her qualification and experience, but also on her knowledge of and familiarity with conducting trainings to organizations similar to yours. She is a PSMB-certified trainer and specializes in providing soft skill-support programs to assist with the human resource development programs of corporate organizations. She has a wealth of experience in enhancing employees' professionalism in the areas of Team and Personal Effectiveness, Creative Cognition, Customer Relationship Management, Persuasive Presentation, Interpersonal Communication, Negotiation and Discussion Skills, Business Writing as well as the English Language communication series. Rozitah strives to raise the level of positivity and exhilaration of individuals that ripples out beyond the work experience; making a difference in the lives of others and in the success of organizations. Rozitah holds a Master of Education (LASE) from the University of Melbourne, Australia, specializing in the area of cognitive psychology. She is also a member of the Malaysian Association of Professional Speakers and has been a member of the Persatuan Penterjemah Malaysia since 1990.



After receiving a Bachelor of Arts - English with Education - from University Science, Malaysia, Rozitah started her teaching career in Sekolah Menengah Sains Selangor, Kuala Lumpur in 1989. She has nearly 20 years of experience in teaching English at high schools and universities, as well as conducting training sessions to professional focus groups. Rozitah has taught English grammar and communicative skills, report writing, negotiation and discussion skills and also oral presentation skills at UiTM and UPM. She has also been assisting IKRAM, Multimedia College, University Malaya Center for Continuous Education and Open University with their professional development programs in the areas of English communication skills and customer centric development. For years, British Petroleum (Malaysia) has consulted her in their corporate communications. Telekom Malaysia, Celcom, Khazanah Nasional, Shapadu Corporation, UDA Holdings, Lityan Corporation, Residence Hotels, Majlis Perbandaran Subang Jaya and Malaysian Building Society Bhd are some of the recent organisations that Rozitah has had the pleasure of sharing her experience and knowledge with.

*Note: Trainer availability is subject to change



REGISTRATION FORM

Participant#1: _____

Position: _____

IC No: _____

Participant#2: _____

Position: _____

IC No: _____

Training Date: _____

Organization: _____

Address: _____

Contact Person: _____

Position: _____

Tel: _____

Fax: _____

Email: _____

PAYMENT

CASH: RM _____ OR

CHEQUE No: _____

Please fax your bank-in slip to 03.6279.0663 or scan your bank-in slip and email to training@zohlgroup.com

*Please make your cheque payable to:

ZOHL Consultancy Sdn Bhd



Account No:
514392303373

Signature & Company Stamp

Note:

- Date & venue of seminar subject to changes
- Payment must be made 7 days before the training date
- Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant
- No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge.
- Program content may change subject to revision by our consultants from time to time.
- Full fee is required with your registration. 5% Group discount is available - min 3 pax.

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