

**COURSE PROGRAMME : EXECUTIVE TALK : PERSONAL EMPOWERMENT FOR ORGANISATIONAL EXCELLENCE (MA 010103)**

**DATE : 23 FEBRUARI 2009**

**Objective**

At the end of the programme, participants will be able to enhance knowledge on personal empowerment for organisation's excellence

**Contents**

- Understanding Organisational Culture
- Human Relations for Effective Results
- Managing Your 'Self'
- Managing Your Peer
- Managing Your Superior
- Managing Your Work
- Marketing Your 'Self'

**Methodology**

- Lecture
- Q & A session
- Role Play

**Duration**

- 1 day

**Target Group**

- Officers Grade 41 and above in the Government Agencies / Local Authorities and Statutory Bodies

**Course Fee**

- RM 25.00

**Closing Date**

- 23 January 2009

**PERTANYAAN**

Sebarang pertanyaan sila hubungi:

Tel. : 03 - 8925 9377  
Fax : 03 - 8922 3891 / 03 - 89257219  
e-mel : [latihan@inspen.gov.my](mailto:latihan@inspen.gov.my)

☎ Pn. Noranizah A. Bakar : samb 280  
☎ En. Mohd Fauzi Mahmud : samb 280

**PERMOHONAN**

Permohonan hendaklah dibuat melalui Ketua Jabatan masing-masing dengan menggunakan Borang INSPEN/L1 (Pindaan 1/08) Borang yang lengkap hendaklah dihantar kepada :

Pengarah  
Institut Penilaian Negara (INSPEN)  
Jabatan Penilaian dan Perkhidmatan Harta  
No. 5, Persiaran Institusi Bangi  
43000 Kajang  
u.p: Ketua Pusat  
(Pusat Pembangunan Profesional dan Eksekutif)