



## OUR TRAINING PROGRAMS

### WHO WE ARE?

We provide **certified HRDF** trainers that possess relevant industry experiences and certification programs in management topics that give you the **excellent training** and **consultancy programs** you'll need to expand your human resources capacity for continuous business growth!

### CONTACT US

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# 01

## HR DEVELOPMENT SERIES

Fundamentals of Human Resource Management skills will go through modules that will equip you with the understanding and skillset guaranteed to improve your business. The modules in the HR Development series are:

- Attracting the Right Talent: Importance of employer branding for successful recruitment
- The Key to Employee Engagement & Retention
- Setting up Learning & Development Systems
- Rewards & Benefits: What Matters to Employees?
- Performance Management System: Essential Elements to employee Development
- Post Covid-19 HR Strategies

🕒 1 or 2 Days per Module



# 02

## MID- MANAGERS DEVELOPMENT PROGRAM

This development program is designed to refine the skills of mid-level managers in the company. After each training, a tasked assignment will be given to participants to follow through. In addition, a complementary succession plan template will be provided to the participant.

- Improvement in Work Operations
- Understanding People and Leadership
- Customer Service management
- Communication Skills
- Business Acumen

🕒 2 Days per Module



# 03

## PURPOSE DRIVEN ORGANIZATION TRAINING

Companies that have a strong sense of purpose often have the greater ability to transform, innovate and deliver success. This training program will allow participants to establish a mission, vision and goals of the organization. As an outcome of this training, participants will brainstorm and formulate their company's mission, vision and core values.

🕒 3 Days



# 04

## STRATEGIC THINKING AND PLANNING MASTERCLASS (MODULE 1)

In this training, participants will learn to develop Strategic Thinking and Planning Skills. Participants will be able to develop strategic thinking skills that are key in decision-making as well as building the sense of looking at the bigger picture. Through understanding the importance of it and apply tools that can develop strategic thinking. Participants will be able to formulate, develop, implement, and evaluate strategies. The training targets managers, supervisors and other levels of leadership.

🕒 2 Days



# 05

## BALANCED SCORECARD TRAINING

The Balanced Scorecard is a trusted and disciplined framework used to implement strategy in the organization. Managers and leaders will go through a step-by-step process in developing a system that tracks employee performances (KPIs).

🕒 2 Days



# 06

## HOW TO BE AN EFFECTIVE TEAM PLAYER

Effective leaders are leaders that know the importance of developing their employees throughout their journey in the workforce. This program aims to create the “Leader in Me” spirit within the employee allowing greater realization of one’s potential. Employees will be able to perform better and take ownership of their development as well as the company.

🕒 2 Days



# 07

## WIN OVER CUSTOMERS NOW

Customers play a crucial role in any business. This program focuses on basics of customer service and digital marketing strategies. The training program goes through key strategies on attracting customers through digital platforms to having the right customer service approach.

🕒 Full Day



# 08

## TEAMILY - TEAM BUILDING PROGRAM

The team building program, TEAMILY, will be conducted outdoors as the objective is to instill teamwork and build trust through team building activities. This aims to regulate team communication, managing team conflicts, improve collaboration and more. These are the selections of team building programs:

- Basic to Advanced Programs
- Leadership assessment

🕒 Half Day or Full Day