



WEBINAR

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HABITS OF HIGHLY EFFECTIVE PEOPLE

Overview

Competition among businesses is increasing day by day. However, only by continuously improving the abilities of managers and leaders can an organization achieve sustainable growth. Cultivating and practicing the habits of highly effective people not only enhances personal value for managers and leaders but also strengthens their ability to use and mobilize all resources.

DEC 8-9, 2025 | 9AM-5PM | ZOOM



**This course is
conducted exclusively
in Mandarin**

Objectives

- Identify the challenges faced by managers, leaders and entrepreneurs in today's environment
- Understand and practice the habits of highly effective people
- Enhance communication among employees
- Improve motivation mechanisms
- Develop leadership skills and improve performance

Target

- Managers
- Executives
- Leaders
- Entrepreneurs

Closing Date
Nov 27, 2025

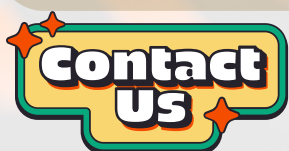
FEES

Member : RM864.00
Non-Member : RM972.00
(Inclusive of 8% SST)

TRAINER PROFILE

MR KENNETH NG

Holder of an MBA Degree from Heriot-Watt University, United Kingdom, and a Certified Training Professional from ARTDO International. He is also a recipient of the prestigious King Scout (Pengakap Raja) award bestowed by the Malaysian King in 1989. Mr Kenneth is certified to conduct The Heart of Coaching (HOC) program, a programme developed by internationally renowned guru Thomas G. Crane, USA.



Ms Wanhui / Ms Elly | 09-560 6554/5244 | fmmeastern@fmm.org.my

COURSE OUTLINE

DAY 1

8.45 AM

REGISTRATION OF PARTICIPANTS

9.00 AM

OVERVIEW

- Challenges in the current environment and the rise and fall of businesses
- Key factors affecting the success of a business
- The key to organizational growth - continuous improvement and growth of superiors and employees
- The significant impact of habits on individuals and organizations

BE PROACTIVE - EXERCISE YOUR GREATEST FREEDOM

- The main role of managers
- The difference between leadership and management
- Prioritizing performance

10.30 AM

MORNING TEA BREAK

10.45 AM

BEGIN WITH THE END IN MIND - SET BALANCED LIFE GOALS

- The role of leadership
- Improving leadership skills
- Methods and mechanisms for motivation

1.00 PM

LUNCH

2.00 PM

PUT FIRST THINGS FIRST - MAKE MEANINGFUL CHOICES

- Time management matrix
- Striving to avoid urgent matters
- How to put first things first

3.30 PM

EVENING TEA BREAK

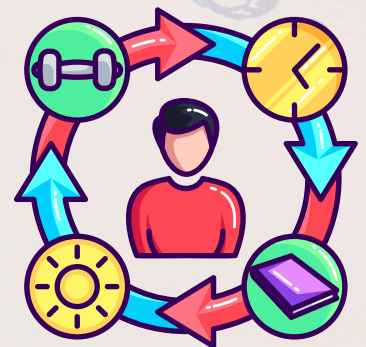
3.45 PM

THINK WIN-WIN - YOU ARE NOT AN ISLAND

- Six modes of thinking in interpersonal relations
- Win-Win Character
- Establishing effective feedback mechanisms

5.00 PM

END OF PROGRAMME DAY 1



COURSE OUTLINE

DAY 2

8.45 AM

REGISTRATION OF PARTICIPANTS

9.00 AM

SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD

- The basic qualities of a good “coach”
- Eliminating communication barriers
- Promoting communication among employees
- Facing change and innovation

BE A TWO WAY COMMUNICATOR

10.30 AM

MORNING TEA BREAK

10.45 AM

SYNERGIZE - WORK TOGETHER CREATIVELY

- The process of synergy
- Valuing differences
- Creating a third alternative
- HUmility

1.00 PM

LUNCH

2.00 PM

SHARPEN THE SAW - THE BEST SELF-INVESTMENT STRATEGY

- Four aspects of renewal
- Personal capacity
- Upward spiral
- Living a principle - centered life

3.30 PM

EVENING TEA BREAK

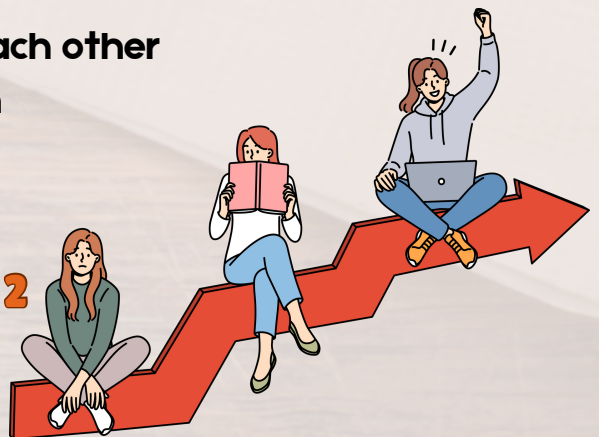
3.45 PM

THE SUSTAINABLE COMPETITIVE ADVANTAGE OF THE ENTERPRISE

- The seven habits complement each other
- Conditions for continuous growth
- The importance of delegation
- Cultivating subordinates

5.00 PM

END OF PROGRAMME DAY 2





**FMM INSTITUTE (475427-W)
EASTERN BRANCH
CENTER FOR PROFESSIONAL DEVELOPMENT**



**THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE (IN MANDRIN)
DEC 8-9, 2025 | 9:00AM - 5:00PM | REMOTE ONLINE TRAINING (ZOOM)**

...ADMINISTRATIVE DETAILS...

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider : **FMM Institute Eastern**
- MyCoID : **475427W_EASTERN**
- HRD Corp Programme No : **Provided upon registration**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes,

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed as confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

ENQUIRIES & REGISTRATION

Ms Wanhui / Ms Elly

Email : wanhui@fmm.org.my/norelysya@fmm.org.my

Tel: 09-560 6554/ 5244

Please tick accordingly:

- Fees:** ☐ **FMM Member: RM 864.00/pax**
(inclusive of 8% Service Tax)
- ☐ **Non Member: RM 972.00/pax**
(inclusive of 8% Service Tax)

**Fees include course materials and
Certificate of Attendance**

CANCELLATION

- Must be writing with reasons.
- 7 days before the course - No payment charged.
- 3-6 days before the course - 50% payment charged.
- < 3 days before the course - Full payment charged.
- Participants who did not turn-up will be charged full payment.
- Replacements can be accepted at no additional cost.

PAYMENT

- **Cheques** made in favour of "FMM Institute" should be forwarded to FMM Institute Eastern.
- For **HRD Corp claimable course**, an **attendance of 100% is a must**, in any case, **employers will be billed in full.**

REGISTRATION FORM

Closing Date

Nov 27, 2025

Dear Sir / Madam, please register the following participant(s) for the above programme.

No	Name	Designation	I/C Number	Email	H/P No.
1.					
2.					

(Please attach a separate list if space is insufficient)

- ☐ We will **be claiming under HRD Corp Claimable Courses (SBL-Khas)** but full payment would be made to FMM Institute in the event that no disbursement from HRD CORP under any circumstances.
- ☐ We will **NOT BE CLAIMING under training grant from HRD Corp.** Payment will be made to account payee **FMM Institute** by cheque or bank transfer to **MAYBANK Account No. 5560-1106-3275**

Submitted by:

Name : _____ Designation: _____

Company : _____ FMM Membership No. : _____

Address : _____

Email : _____ Tel: _____ Fax: _____

TIN No. : _____ SST No: _____

Company Stamp