



ACADEMY

In Association with Leading
Universities

How to Coach & Counsel Subordinates for Improved Work Performance (2 Days)

Course Benefits

At the end of the course, participants should be able to understand and practice the acquired knowledge to be more effective in managing their subordinates, using the methodology of coaching and counseling thus contributing towards higher organizational productivity through better work performance of their team members.

Course Contents

1. Basic concept of EFFECTIVE Coaching and Counseling
2. Using coaching and counseling as a modality in managing subordinates
3. The 6 Coaching Process
4. The 3 basic Counseling Process
5. Understanding Human Behavior and how people cope with their problems – Looking into the PRIMARY EXPERIENCE.
6. The link between NEGATIVE EMOTION & ATTITUDE
7. The Impact of Different COMMUNICATION STYLE
8. Techniques in helping subordinates manage their NEGATIVE ATTITUDE
9. Understanding DIFFICULT Subordinates
10. Professional Ethics in Counseling
11. Using your CHARACTER as a tool to enhance Coaching & Counseling Process
12. Building Self-Confidence & High Self-Esteem to be effective LEADER

Who should attend

Managers, Executives, Supervisors and entrepreneurs who need to enhance their knowledge in psychology to motivate people to change for enhanced work performance.

Methodology

This is a practical-oriented workshop using short lectures, group dynamics and experiential exercises focusing on learning in moments of enjoyment. This workshop will be conducted by a practicing therapist sharing her latest clinical, evidence-based knowledge used in treatment.

Course Facilitator

Dr Zaitun Sulaiman (PhD Psychology)

Practising Psychotherapist & Reg. Clinical Hypnotherapist (GHSC 2890)

Course Fee: RM8500.00 (Group of 20 – 25 participants)

For further information please fill up the inquiry form or contact us at 03-42700107 or email: zaitun@ctawellness.com