



FMM INSTITUTE

(C10626805080/ 199901000527/ 475427-W)

Centre for Professional Development



TEN KEY TOOLS FOR WORK SUCCESS

Today's personnel are too busy to attend numerous training programs. You need one training program that covers it all while still maintaining high training effectiveness. You need to master these critical skills quickly & to be able to apply them immediately! This program is designed around 10 key core skills you need in order to be effective, proactive & a peak performer. For every skill taught there is a practical session so that you can successfully apply what was just taught. Add value to your performance & productivity.

WHO SHOULD ATTEND

ALL managers, executives, supervisors, all support & admin personnel, sales & marketing, customer service & front desk, PR, technical staff, engineers, production staff, QA staff - all who wants to master all 10 powerful, key tools for greater work success & effectiveness.



ADMINISTRATIVE DETAILS

Date : **April 29-30, 2026**
(Wednesday-Thursday)

Time : **2 Days (9:00 am - 5:00 pm)**

Venue : **FMM Institute, Johor Branch**
No. 1 & 3, Jalan Kencana Mas 1/1,
Tebrau Business Park III,
81100 Johor Bahru, Johor

Fees : **RM 1,215.00 (FMM Member)**
RM 1,350.00 (Non member)
The fee inclusive Service Tax at 8%
(SST No: W10-1901-32000105)

Closing Date : **April 15, 2026 (Wednesday)**

Training Provider : **FMM Institute Johor**
MYCOID: 475427W_JOHOR

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7-13 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.



FMM INSTITUTE

(C10626805080/ 199901000527/ 475427-W)

Centre for Professional Development



Methodology

- **Instructions, Group Discussions, Presentations, Video Clips,**
- **Brainstorming Sessions, Practical Hands On Sessions,**
- **Demonstrations, Role Play, Games & Activities,**
- **Creative Music, Visualization Techniques,**
- **Notes & Hand Outs, Group & Individual Exercises**

Course Contents

1. **Self Analysis & Self Evaluation : Discovering Your Colored Brain Processors**
2. **Install an Empowering Belief System, Maintain A Positive Attitude with Enthusiasm**
3. **Taming the Time Monster : How to Stop Procrastinating , Start Planning & Get More Done**
4. **Maintaining Self Dicipline, Controlled Attention & Focus at Work**
5. **Sharpen Your Initiative , Creativity & Flexibility to Solve Problems & Get The Desired Result**
6. **Develop Critical Thinking Skills for Accurate Thinking**
7. **Commit to Constant & Never Ending Improvements**
8. **Improving productivity with Mastermind Alliance & Team Collabrotion**
9. **Maintain Sound Health and Eliminating Stress**
10. **Communicating & People Skills**

FACILITATOR

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

Kenneth has been involved in developing and customising programs like Supervisory Development Programs, Management Development Programs and Train the Trainer (TTT) programs for industrial-vocational trainers/facilitators, using a competency- based approach to evaluate the transfer of learning. Kenneth is an advocate and practitioner of Emotional Excellence; having been certified by Professor Dr. Leonard Yong to conduct Leonard Personality Inventory profiling in the workplace. Kenneth is conversant in both the English and Mandarin languages. He is one of the few trainers who can conduct training for the Mandarin Speaking Community and Corporations.



FMM INSTITUTE

(C10626805080/ 199901000527/ 475427-W)
Centre for Professional Development



TEN KEY TOOLS FOR WORK SUCCESS

APRIL 29 - 30 , 2026 | VENUE: FMM INSTITUTE, JOHOR BRANCH

FMM Institute (475427-W)

Puan Sabrina / Pn. Astri / Pn. Ain

Email : sabrina@fmm.org.my / astri@fmm.org.my
/ nur_ain@fmm.org.my

Tel: 07-357 7613 / 14 / 15 / 16 Fax: 07-357 7618

Please tick accordingly:

Fees: FMM Member: RM 1,215.00/pax
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))

Non Member: RM 1,350.00/pax
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))

Dear Sir/Madam,

Please register the following participant (s) for the above programme:

(To be completed in BLOCK LETTERS)

1.Name:	IC No:	Nationality:
-----	-----	-----
Designation:	Email:	Mobile No.:
-----	-----	-----
2.Name:	IC No:	Nationality:
-----	-----	-----
Designation:	Email:	Mobile No.:
-----	-----	-----

(if space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the webinar. **Cancellation received 5 working days** before the start of the webinar is **subject to a cancellation fee of 50%** of the webinar fees. **Cancellation received 3 working days and below** before the start of the webinar is **subject to a cancellation fee of 100%** of the webinar fees. **If the participant fails to attend the programme, the full webinar fees are payable.** However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the webinar and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

We will be claiming under **HRD CORP CLAIMABLE COURSES** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.

I (self-sponsor) / We will **NOT BE CLAIMING** under **HRD CORP CLAIMABLE**. Payment will be made to the account payee **FMM Institute** by cheque or bank transfer to **Maybank Account No. 501280056601**.

Tin No. : C10626805080

BRO No. : 475427-W

SST No. : W10-1901-32000105

Submitted by:

Name: _____ Email: _____

Designation: _____ Tel No: _____ Moblie No: _____

Company: _____ Address: _____

Tin No. : (Company Tax Number) _____ Business Registration No. (New/Old) _____ SST No (If Applicable): _____

Company Stamp & Signature: _____ Date: _____