

Preparation before Entering the Workforce: How to Have a Headstart in your Work?

After leaving your tertiary education, what are your plans?
Are you ready to serve the industry and prepared to enter the working environment?
Do you have the notable skills to excel in your workplace?

Introduction

This course is developed designed deliberately to provide opportunities for participants to integrate into the organisation with the competencies necessary for them to chart their career growth within the organisation.

Program Objectives

This program aims to:

- Learn to manage their self-learning and growth within the environment of work
- Gain self-awareness on how they perceived themselves and their course mates in the university, and how to attune their behaviour while optimising their performance and that of their team

Learning Outcomes

After completing this program, participants should be able to:

- Make a smoother transition into the organisation and their working environment
- Pick up the tools to lay the foundation for a successful management career
- Apply the toolkit including checklists; forms and guidelines for immediate impact
- Develop its action plan with a given toolkit and apply this to the workplace
- Acquire the essential skills and tools in managing relationships with subordinates, peers and bosses
- Enhance people engagement skills; in building a motivated, cohesive and performance-orientated team

Who Should Attend?

Graduate students

Methodology

Case studies, forum discussion, role-play, presentations, gamification

Program Outline

Time	Day One
9.00am– 10.30am	<p>Managing Yourself for Success</p> <p>In this module, participants would identify self-defeating feelings that get in the way of personal growth and success. Then, the participants would establish a goal setting for personal and professional improvement. At the same time, this module helps participants to create awareness about life-enhancing changes that you'd like to make.</p>
10.30am-11.00am	<p>Break and Networking</p>
11.00am-1.00pm	<p>Fundamental of Effective Communication</p> <p>In this module, participants would start to understand how different communication styles. The participants would learn the differences in communication includes assertive, aggressive, nonassertive and non-verbal. The participants would appreciate and realise the importance of non-verbal communication.</p>
1.00pm-2.00pm	<p>Lunch Break and Networking</p>
2.00pm-3.30pm	<p>Effective Communication: Practical Approach</p> <p>In this module, participants start to identify personal, physical and semantic barriers to effective communication and clarity in communication. This module help participants to improve their interpersonal skills and most importantly, the presenting skills.</p>
3.30pm-4.00pm	<p>Break and Networking</p>
4.00pm-5.00pm	<p>Managerial Roles and Functions. Planning, Leading, Organizing and Controlling Functions</p> <p>This module starts by describing various approaches/theories to management, management skills, roles and functions. This is a practical</p>

	session where the participants would have hand-on practice in the four functions of management. The participant would balancing act –personal and professional priorities.
Time	Day Two
9.00am– 10.30am	<p>Team Mindset</p> <p>The participants would start to explore the impact of attitude, skills, and knowledge while working in teams. The participants would appreciate the stages of team development and understand the differences between Teams and Groups and how they function.</p>
10.30am-11.00am	Break and Networking
11.00am-1.00pm	<p>Personal Performance</p> <p>It is essential to identify the personal performance of an individual. The participants would start to identify individual team roles and be aware of individuals strength and weaknesses in this module.</p>
1.00pm-2.00pm	Lunch Break and Networking
2.00pm-3.30pm	<p>Team Spirit</p> <p>The participants would start to identify the challenges in the team in the new technological era. By understanding the challenges, the participants would learn the method to facilitate the team-building process through physical contact, communication, trust and to develop participants awareness in the decision-making process, leadership qualities and the importance of being a team player. Then, the participants would appreciate the teams formulate an action plan and establish new working habits.</p>
3.30pm-4.00pm	Break and Networking

4.00pm-5.00pm	Reflection and Moving Forward The reflection module requires participants would share the way forward how they should handle the chaotic business environment. The participants need to have engaged with the way forward how to apply the skills in this module to overcome the challenges in the working environment in the future.
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