



EMPOWERING YOUR ORGANISATIONAL SKILLS

2-Day Training Workshop

If you have seen “The Devil Wears Prada” or lived through the process, you will know that juggling executive work can be a nightmare and yet a stepping stone to something greater. It can be a proving ground that opens doors to other positions and challenges. It prepares you for wider opportunities. You just need to be prepared to say YES!

Opportunities = Risk = Preparedness

Working life is challenging! It challenges you:

- to face multiple different kinds of jobs with date lines, sometimes with impossible datelines
- to think creatively and no barriers of thinking ‘in box’ to get things done and right
- to new horizons for you to learn new things
- to do things beyond your scope of responsibility
- to solve problems in more ways than one
- to sharpen your leadership skills
- to craft your patience and charisma
- to develop your wits to meet people from all walks of life.
- to be better than yesterday

This training features topics to empower your organisational skills. It is a refresher, it is an ‘eye opener’, it energises and empowers your skills so as to enable you to be better than yesterday. Wear that label with pride!

22nd (Mon) & 23rd (Tue)
January 2018

Holiday Inn Singapore
Orchard City Centre

EMPOWER YOUR ESSENTIAL WORK SKILLS

with



Ms Teresa Alberto

- Been training private and public sectors, including NGOs and colleges since 1986
- Over 25 years of work experience as a Secretary, Personal Assistant, Executive Officer, Administrative Manager and Office Manager to the CEO
- Awarded the International Training Fellow of the World by Junior Chamber International University based in USA (the highest award awarded to a trainer)

... read more on Teresa on the next page!

Bonus Gifts!!



Free special edition Logitech Wireless Mouse (with advanced tracking and nano receiver!) for each participant for group registrations of three and above only.

New Course for 2018!
Register early to enjoy promotional rates!!

Developed and organised by:



MAXIMUS CONNECTIONS
empowering people with knowledge



OUR EXECUTIVE TRAINER

Teresa has been training the public and private sectors, including NGOs and colleges since 1986. Her passion in training has brought her to all parts of the world. Her strong beliefs are built on personal development training and discovering skills in individuals by creating positive changes.

She has been working as a Secretary, Personal Assistant, Executive Officer, Administrative Manager and Office Manager to the CEO for the past 25 years in several companies, namely a trading company, timber company, Ministry of Finance, road construction, factory, resort and a printing company. Through her rank and file, she has climbed up the ladder of challenges in managing a company, gaining knowledge and valuable experiences that have equipped her to share and train the younger management staff.

She has been awarded the International Training Fellow of the World by Junior Chamber International University based in USA (the highest award awarded to a trainer). Having captured more than 500 hours of training, Teresa is qualified to conduct the Train the Trainers' course that features the 3 stages of learning (basic, designer, and presenter).

HEAR WHAT OTHERS HAVE TO SAY ABOUT TERESA

“Teresa Alberto is a dedicated hard working trainer and is always looking to add that little bit of additional information to help the people in the group. She is motivating and encouraging with all people whether it be in her training programs or in her day to day life. I’ve worked with Teresa as a co-trainer and she is a great coach and mentor for the young trainers. I can totally recommend Teresa Alberto to give you and your staff valuable skills and motivation.”

**KAREN SMYTHE
THE VIBRANT EDGE, AUSTRALIA**

“Teresa is a very committed and caring trainer. She makes sure that she knows her subject very well and delivers it wholeheartedly with sheer confidence. Being creative, her training session never fails to captivate her audience.”

**JANET BAYOU
CUSTOM OFFICER, SABAH**

“Teresa..... trains with passion.... A trainer who leaves an undying and unforgettable good memories with the participants....and a trainer well loved by everyone.”

**FULBERT VOO
SENIOR EXECUTIVE VICE PRESIDENT
JCI PHILIPPINES**

HEAR WHAT PAST COURSE DELEGATES HAVE TO SAY

“Trainer is very professional and resourceful. She made the class very fun but a fruitful one. I’ve learnt a lot from her. ”

“Trainer is awesome! She is willing to share her personal experiences with her participants. She delivered her subject very well and was well-liked by participants!”

“Teresa is really an engaging trainer, love her presentation of the training and she really captivates the participants. Would love to attend other trainings that she conducts in the future!”

HOW WILL THIS COURSE BENEFIT YOU?

BY THE END OF THE COURSE YOU WILL BE ABLE TO:

- ✓ **schedule** your top priorities and to maximise your time for better productivity
- ✓ **map** your time as your most precious commodity
- ✓ **discipline** yourself by developing the JUST DO IT NOW attitude
- ✓ **sharpen** your leadership skills in dealing with people
- ✓ **face** ‘fear’ and move forward
- ✓ **accomplish** transformation in life
- ✓ **learn** to appreciate and extend recognition
- ✓ **be** a connector, not just a climber
- ✓ **solve** problem through PDCA (Plan Do Check Act)
- ✓ **learn** the conflict management style

WHO SHOULD ATTEND

ALL EMPLOYEES IN THE ORGANISATION WHO WISH TO LEARN THE TRICKS TO ENHANCE YOUR ORGANISATIONAL AND LEADERSHIP SKILLS.

PROGRAMME OUTLINE

Day One

Registration & Light Breakfast (8.30am-9.00am)
Coffee Break (10.30am-10.45am)
Lunch Break (12.30pm-1.30pm)
Coffee Break (3.30pm-3.45pm)

Day Two

Light Breakfast & Start of Day Two (8.45am)
Coffee Break (10.30am-10.45am)
Lunch Break (12.30pm-1.30pm)
Coffee Break (3.30pm-3.45pm)

Ends at 5pm each day.

Time – your precious commodity

Respect time! It is one thing that you could not take it back for whatever reasons!

The key is : *“not to prioritize what is on your schedule but to schedule your priorities”*

What you will learn:

- ✚ Focus on top priorities
- ✚ Maintain balance
- ✚ Simplify life
- ✚ Rule of 20
- ✚ Have the courage to say NO
- ✚ Deathbed Mentality

Power of Discipline

Live with discipline!

The key is : *“discipline is built by consistently performing acts of courage”*

Develop routines that builds up as habits and becomes life discipline.

It also helps you to minimize Procrastination – Just do it!

What you will learn:

- ✚ Personal goal and Company’s goal
- ✚ Character – it starts with yourself. Self worth and self esteem
- ✚ Balance of time, striking productivity as your no.1 goal
- ✚ Health – taking care of yourself is one of the top priorities through exercise, rest, positive attitude
- ✚ Courage – dealing with fear
- ✚ Responsibility – the matter of choice

Art of leadership skills

Human capital is the company’s most valuable asset, but you need to develop good leaders if you want to run an organization with clear direction and achievements.

The key is : *“Success on the outside begins within”*

What you will learn:

- ✚ Position
- ✚ Permission
- ✚ Production
- ✚ People Development
- ✚ Pinnacle

Be a Connector, not just a Climber

Connecting with people means caring, sharing, focus on relationship, seek partnership, teamwork.

The key is : *“Positional people desire to climb the ladder; relational people are more focused on building bridges”*

What you will learn:

- ✚ Difference between Connectors and Climbers
- ✚ How you can be a better connector
- ✚ How you can be a better climber

The best leaders are listeners

The least communication skill used is Listening. Yet, it is the most crucial and important element!

The key is : *“Listen with your heart”*

What you will learn:

- ✚ The art of listening
- ✚ Catching the body language of attentive listeners

Recognition

Have you appreciate someone today? Have you given any gratitude for today’s goodness?

The key is : *“People are not hungry because there is no food. But people are hungry because lack of appreciation”* Mother Teresa of Calcutta

What you will learn:

- ✚ The art of appreciation (when and how)
- ✚ Appreciate yourself
- ✚ Criticism and recognition (when, where and how)

Conflict working Styles

You cannot avoid conflicts. Everywhere you go and be, there will be conflicts. Conflicts can be viewed positive and healthy while maintaining a high level of productivity

The key is : *“It is a skill that will help boost a leader from good to great. It is a skill that develop creativity, sensitivity and human relations”*

What you will learn:

- ✚ Do not be afraid to ask for help
- ✚ Be a fair mediator/communicator
- ✚ Be strategic
- ✚ Identify the problem – amicable solution

Keep learning to keep leading

To grow with the organisation, you will definitely need to update, upgrade...learn each day through your 5 senses...

The key is : *“ To grow, you have to be intentional”*

What you will learn:

- ✚ What is your plan
- ✚ How to develop a growth environment?

New Course for 2018!

REGISTRATION CONTRACT

Please complete this form immediately and fax to
(65) 6234 2106 or scan and e-mail it to
register@maximusconnections.com

A. Delegate's details

1) Name: _____
Position: _____
Email: _____

2) Name: _____
Position: _____
Email: _____

3) Name: _____
Position: _____
Email: _____

Organisation: _____

Address 1: _____

Address 2: _____

Country: _____ Postcode: _____

Nature of Business: _____

Tel: _____ Fax: _____

B. The Invoice should be directed to (Dept)

Name: _____

Dept: _____

Tel: _____

E-mail: _____

C. Authorising Officer's details

Name: _____

Title: _____

Tel: _____

Signature: _____ Date: _____

This booking is invalid without an authorised signature.

1-Day Workshop Fee:

- S\$ 798 nett** per delegate
(Early Bird Rate, by 8th December 2017)
- S\$ 878 nett** per delegate
(for registrations after 8th December 2017)
- Group Registration** (three and above in one application):
each participant entitled to a Logitech Wireless Mouse
- [Fee includes documentation, refreshment, lunch & all relevant taxes (we do not charge GST)]

A certificate of recognition will be given upon course completion.

TERMS & METHOD OF PAYMENT

An official invoice will be sent to you after receiving the registration contract. Placement is only confirmed when full payment is received within **twenty-one (21) days** from invoice date. We reserve the right to impose late payment charges. For late registrations, payment must be received prior to the course date.

- 1) **Cheque** : Made payable to
Maximus Connections
Send it to:
Maximus Connections (Payment 155),
9 Bishan Street 15 #31-18 Singapore 573909
- 2) **Bank** : DBS Bank, Singapore
Current Account Number: **070-900872-0**
(Quoting your Company Name and "P155" as reference)

CANCELLATIONS & SUBSTITUTIONS

All cancellations of registration must be notified in writing. If cancellation by 29th December 2017, you will be entitled to a 50% refund. Regrettably, no refund will be given for cancellation after 29th December 2017. However, a complete set of documentation will be sent to you. Substitutions are welcomed at any time before 15th January 2018 with formal notification in writing.

NOTE

It may be necessary for reasons beyond control, to change the content and timing of the event, speaker(s) or venue. Every effort will be made to inform the participants of the change. Maximus Connections will not be held liable for any costs arising from this change.

HOTEL ACCOMMODATION

Accommodation is not included in the fees. If you need accommodation at the workshop venue, kindly contact Holiday Inn Singapore Orchard City Centre, 11 Cavenagh Road, Singapore 229616, Tel (65) 6733 8333. Or visit www.holidayinn.com/sin-orchard

REGISTER NOW

Contact **Mr Ryan Loh**
Tel: (65) 6451 7698, Fax: (65) 6234 2106
Email: register@maximusconnections.com
www.maximusconnections.com (Regn No: 531 13082K)