



## **ORGANISATIONAL EXCELLENCE WORKSHOP**



### **2 DAYS**

#### **Desired Outcome**

This programme is intended to empower participants with personal empowerment, effectiveness and leadership skills to motivate themselves, others and understand the overall fundamental human needs. This programme will be excellent for those who have to excel in their lives, lead others, set an example, and manage team mates to reach a goal. The Accelerated Learning Technology used in this course is unique to the brand of the workshop as participants learn 400% faster than any other courses.

Furthermore, this workshop is intended for those keen on developing their interpersonal skills, creativity and apply the knowledge of intrapersonal qualities.

In addition, the participants also develop their intrapersonal qualities (personal effectiveness) in being a leader as well as to develop their inter-personal skills (mainly in management) to achieve a vision.

This workshop is designed to help participants to be **proactive, responsible and empowered**. Every participant will benefit from this training by learning **how to live a happy and contented life while achieving personal and professional goals**. Companies or organizations will benefit by having **motivated, focused, confident employees** who know how to bring added value to their work.

#### **Programme Objectives**

- To undertake the roles of the empowered person, team member and leader, it is essential to understand oneself, be self motivated, and understand the importance of spiritual quotient.

- To give awareness on the importance of team work/bonding and to empower the participants to create successful teams
- To learn the principles and characteristics of successful leadership and to apply it in their life.
- To empower them to improve themselves and as a result become better leaders, team members & individuals

## TESTIMONIALS ABOUT OUR PROGRAMS

*"I have attended many courses and I never expected the Secretarial Skills Course you conducted to be this good. It's very different from other workshops I've been to. I have learnt so much more than I expected. Thank you!" Haslina Jamir, Secretary, Percetakan Nasional Malaysia Bhd.*

*"This motivational speech by Pn Murshidah made me realize that being sad or down won't help me at all. I regain my spirit as I've learn from her that a human's spirit is the most strongest form of power source we have. From now on I'll think positive, smile a lot and be the best that I can be. Repeated words last longer, and so I will repeat positive things to myself. I feel happier and lighter, much more than I was before this program. Thank you Pn Murshidah" ( Amiza, student of Universiti Kebangsaan Malaysia)*

*"Your grooming course is the best course I have ever attended. It has really impacted me to change internally and externally. Thank you Pn Murshidah" (Director, KPTM – Ministry of Higher Learning Malaysia)*

*"The best session of the orientation programme!" (Houseman, HUKM – National University Hospital Malaysia)*

*"The route to success is by faith and talent. Thank God! You have both, and you have touched me" (Prison inmate, Singapore)*

Featured as Entrepreneur of the Month by [www.womenlines.com](http://www.womenlines.com) (August 2009).  
<http://www.womenlines.com/category/women-entrepreneur/>.

### Trainer



**MURSHIDAH SAID** is an independent speaker and adviser of personal grooming, transformation, corporate image and personal empowerment for individuals and corporations. A graduate of the National University of Singapore with a Bachelor of Arts Degree in Economics and Sociology in 1993, Murshidah runs successful businesses for more than 14 years expanding throughout Asia.

She is also a certified Neuro Linguistic Programming Practitioner and a certified life coach recognised by the American Board of NLP, NBPES and NLP University (USA). She is also trained in the areas of Accelerated Learning and whole being learning to achieve better education for participants. Murshidah's courses address the importance of education for the WHOLE BEING, ie incorporating the interconnection of body, mind, heart and spirit. Even the skills based programmes she conducts include the emphasis on the spirit which is hardly addressed in most corporate and management trainings. She emphasizes on principles-based practices in her courses. She is working on her PhD thesis currently.

Murshidah is a regular speaker at conferences and is currently working on her first book. ***She is a regular speaker and motivator on Hello on Two on RTM2, a featured guest on the Breakfast Show on NTV7, as well as on BFM the Business Station. She was also a featured consultant in the Sep 2010 issue of NewMan magazine and as one of the featured speakers in the Sep 2010 Jutawan Magazine. In Singapore, Murshidah has been a guest on the business programme Paradigma on Warna Radio. Murshidah also writes for Aquila Asia magazine.***

Murshidah has a 8 year old daughter, and is a business partner with her husband who is also her life coach. An avid traveler and adventurer, she has explored Europe, Middle East, South Africa, USA, Asia Pacific and Australia alone on a backpack as well as with a small group of like-minded friends. Murshidah is resourceful and jovial and participants of her workshops are guaranteed of lively and fun sessions where they learn to expand their social skills and perform beauty and life makeovers. Her love for learning, colours, music, dance and movies are brought into the workshops that she conducts. She advocates the implementation of LOVE & RESPECT in all her training, coaching and consultations.

## Course Outline:

*(Empowering your body, heart, mind and spirit) – Using NLP, SQ, Accelerated Learning.*

### DAY ONE

#### **Empowering Yourself**

8.30AM-9.00AM          Registration

9.00am-9.30am          Morning Coffee

9.30am – 12.45pm

#### \* Introduction

- Who am I?
- What Makes a Successful Person?
- What makes Business Ethics?
- Let's Group
- Learning Guidelines

#### \* Your Whole Being Transformation

- Your Purpose
- Dreams
- The Importance of Change
- Getting out of your comfort zone

#### \* The Power within Yourself !

- \* The Whole Being – Body, Mind, Heart & Spirit
  - Why Every Need has to be Fulfilled
  - The Power of the Human Spirit

- What is Your U.S.P?
- Understanding Personal Brand
- Your Image
- Personal Grooming

12.45pm-2.00pm      Lunch

2.00pm-3.30pm      The Power of Your Mind

- \* How your mind affects your outcome
- \* Our Conditioning Process
- \* Overcoming limitations and fears

Creativity and How the Mind Blocks Solutions

3.30PM-3.45pm    Tea Break

3.45pm-5pm    **EMPOWERED TEAMS**

Why is Teamwork so important?

Characteristics of successful teams

Principle led teams

- Win! Win! Win!
- Integrity
- Responsibility
- Love
- Respect
- Commitment

Common mistakes made by unsuccessful teams

## **Day 2**

9.00am-9.30am      Morning Coffee

9.30am-12.45pm

### **EMPOWERED TEAMS**

- What is Your U.S.P?
- Understanding Personal Brand and Group Brand
- Walk the walk, talk the talk
  - Communicating the brand (internally & externally)
  - Committing to the brand
  - Action plan
- G O A L Setting as a Team
- Achieving organizational goals through effective team
- Developing Solution Focused Skills on Overcoming Challenges

### **EMPOWERING OTHERS AND COMMUNICATION SKILLS**

- Understanding fundamental human emotional needs
- Understanding people



- Personality PLUS – Florence Littauner
- Learning modality – VAK
- Get People to Like You!

**12.45PM-2.00PM      LUNCH**

**2.00pm-5pm**

**PERSONAL EMPOWERMENT – Why People Often Fail to Achieve Positivity and Success.**

- Communicating with your Inner Self
- Clearing & Rediscovering Your Purpose
- Forgiveness & Gratitude
- GOAL SET GO !

\* Learning Integration

**5pm End of Workshop**

**TRAINING METHODOLOGY**

Delivery will be done using the Accelerated Learning Technology. The Accelerated Learning technology makes use of flip charts, music, movies, colours and co-operative learning to create the relaxed and joyous environment. Some of the methods used to create impact full learning include:

Modelling	Games	Simulations
Metaphors	Role Plays	Projects
Individual Reflections	Group Discussions	Physical Activities

True learning occurs through discovery. The various methods used in the programme allow you to be fully involved in the process and discover the learning for yourself. Once you discover, you learn and you take ownership of the learning.

**MATERIALS AND EQUIPMENT TO BE MADE AVAILABLE IN THE TRAINING ROOM:**

- A big whiteboard, and 2 flipcharts-&-flipchart papers (at least 1 roll); markers of several colours, eraser for facilitator use,
- LCD facilities;
- 2 rolls of masking tape – for use during group presentations;
- Stationery items for participant and facilitator use.

**ADDITIONAL ADMINISTRATIVE MATTERS PERTAINING TO**

**THIS PROGRAMME:**

- Preferred seating arrangements: 2 set-ups, please:
  - i) Seating arrangement 1: learning cluster arrangement
  - ii) Seating arrangement 2: chairs arranged in a circle

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***Thank You Very Much,  
Dear Madam***

***We look forward to a Positive Response  
from you.***