



MANAGING EMPLOYEE PERFORMANCE, BEHAVIOR & ATTITUDE

29-30 JAN 2026 | 9.00AM - 5.00PM |

MEF TRAINING CENTRE, PJ

Course Overview

The objective of the training on "Cultivating Positive Work Attitude" is to help participants develop a constructive mindset that enhances individual performance and fosters a healthy, productive work environment. The training aims to increase awareness of how attitudes influence behavior, teamwork, and organizational success. Participants will learn practical techniques to stay motivated, handle challenges positively, and contribute to a respectful, solution-oriented culture. By the end of the session, employees will be better equipped to take personal responsibility, show initiative, and maintain a positive outlook that supports both personal growth and collective workplace goals..

Who Should Attend

- All Department Managers / HOD
Customer Engagement Professionals
- All Top Management
 - HR Professionals

Learning Outcomes

- Understanding the Power of Attitude
- Self-Awareness and Mindset
- Building Emotional Resilience
- Fostering Accountability and Initiative
- Enhancing Workplace Relationships
- Creating a Positive Work Environment

Course Registration :



RM2,000

(Price Inclusive of 8% SST)
HRDC Claimable*

<https://forms.office.com/r/MYAbH0MYA6>



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Course Structure

Time	Agenda
DAY 1	
8:30am - 9:30am	<ul style="list-style-type: none"> Registration Course Introduction / Ice breaking
9:30am - 10:45am	MODULE 1 : <ul style="list-style-type: none"> INTRODUCTION TO EMP PERFORMANCE MANAGEMENT
10:45am - 11.00am	Break
11:00am - 12.00pm	MODULE 2 : <ul style="list-style-type: none"> Setting Clear Expectations And Goals
12:00pm - 1:00pm	MODULE 3 : <ul style="list-style-type: none"> Providing Constructive Feedback & Coaching
1.00pm - 2.00pm	Lunch Break
2:00pm - 3:30pm	MODULE 4 : <ul style="list-style-type: none"> Training and Development Group Review
3.30pm - 3.45pm	Break
3.45pm - 5:00pm	MODULE 5 : <ul style="list-style-type: none"> Addressing Performance Gaps & Challenges Q&A Session
DAY 2	
8:30am - 9:00am	Registration <ul style="list-style-type: none"> Refresh Day 1 Training
9:00am - 10:30am	Module 6 : Managing Difficult Employees And Conflict Resolution
10:30am - 10:45am	Break
10:45am - 1.00pm	Module 7 : Creating A Positive And Motivating Work Environment
1.00pm - 2.00pm	Lunch Break
2.00pm - 3:30pm	Module 8 : Leadership Skills For Employee Success
3.30pm - 3.45pm	Break
3.45pm - 5:00pm	Module 9 : Work Life Balance <ul style="list-style-type: none"> Case study Discussion Summary / Q&A Session

Trainer Profile



VIGNESH K VELAYUTHAN
(SNR CONSULTANT)

an experienced trainer with 25 years' leadership experience across MNCs and hospitality in Singapore, Indonesia, Switzerland and the UK. Skilled in managerial roles, project management, training and HR. A graduate of UKM (B.Econ), holder of a Postgraduate Diploma in Hospitality (HIM), and certified CIPP (AIBFM) and HRDC Time Agenda



JAIENDRAN @ JAY
(SNR TRAINER)

With 30+ years of experience, Jaiendran @ Jay is a trainer, consultant, and operations expert. He has held leadership roles across industries, focusing on operations management, leadership development, and personal growth. Known for simplifying complex challenges, he delivers practical, outcome-oriented solutions that help individuals and teams reach their full potential.

