WORKSMART SERIES

Manage Yourself, Think Better, Work Smarter



THE ESSENTIAL WORKPLACE SKILLS ONLINE MASTERCLASS SERIES

A practical professional development series designed to help individuals manage emotions, improve productivity, generate solutions and make better decisions at work.

RM 150.00 per session

Enjoy 15% off by signing up for all four (4) sessions*

*commitment fee of RM 250.00 to secure the special promotion

EMOTIONAL INTELLIGENCE AT WORK: MANAGING EMOTIONS UNDER PRESSURE

AGENDA

Session 1:
Understanding Emotional Intelligence and Your Triggers

Session 2:
Regulating Emotions Under Pressure

Session 3:
Responding Effectively to Difficult Workplace Situations

Session 4:
Applying EQ to Everyday HR Challenges

WHAT YOU WILL LEARN

- **Recognise your triggers before they control your emotions.**
  Understand what causes emotional escalation and identify your early warning signs.
- **Learn practical techniques to stay calm under pressure.**
  Use simple methods to pause, regulate emotions and respond thoughtfully.
- **Handle difficult conversations with confidence.**
  Practise responses to conflict, criticism and emotionally charged workplace interactions.

25 NOVEMBER 2026
10.00AM - 12.00PM

TIME MANAGEMENT & GOAL SETTING: FROM OVERWHELMED TO ORGANISED

AGENDA

Session 1:
Understanding Your Time and Productivity

Session 2:
Prioritising What Matters Most

Session 3:
Managing Time, Focus and Distractions

Session 4:
Goal Setting and Turning Plans into Action

WHAT YOU WILL LEARN

- **Prioritise what matters most.**
  Identify time-wasting habits and focus on tasks that deliver the greatest results.
- **Take control of your time and deadlines.**
  Use practical techniques to manage distractions, competing priorities and daily workloads.
- **Set goals and turn them into action.**
  Develop clear, achievable SMART goals and practical action plans to stay focused and achieve results.

26 NOVEMBER 2026
10.00AM - 12.00PM

CREATIVE THINKING AT WORK: THINK OUTSIDE THE BOX, BETTER SOLUTIONS

AGENDA

Session 1:
Unlocking Your Creative Potential

Session 2:
Breaking Habitual Thinking Patterns

Session 3:
Practical Techniques for Generating Ideas

Session 4:
From Ideas to Practical Solutions

WHAT YOU WILL LEARN

- **Break free from conventional thinking.**
  Challenge assumptions, overcome thinking barriers and explore problems from fresh perspectives.
- **Unlock your creativity and generate new ideas.**
  Apply practical techniques to develop innovative solutions.
- **Turn creative ideas into practical solutions.**
  Evaluate ideas, identify workable approaches and apply creative thinking to everyday workplace challenges.

2 DECEMBER 2026
10.00AM - 12.00PM

CRITICAL THINKING AT WORK: ANALYSE BETTER, DECIDE SMARTER

AGENDA

Session 1:
Understanding Critical Thinking

Session 2:
Questioning Assumptions and Recognising Bias

Session 3:
Evaluating Information and Evidence

Session 4:
Applying Critical Thinking to Workplace Decisions

WHAT YOU WILL LEARN

- **Seperate facts from assumptions.**
  Recognise the difference between facts, opinions and interpretations to avoid jumping to conclusions.
- **Challenge biases and question information.**
  Identify common thinking errors, ask better questions and evaluate information objectively.
- **Make better decisions with confidence.**
  Apply structured thinking techniques to analyse workplace problems, evaluate options and make informed decisions.

3 DECEMBER 2026
10.00AM - 12.00PM

SECURE YOUR SEAT TODAY!

Contact us for more info

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