

Office Management: Strategies to Effectively & Efficiently Manage the Office Environment

18- 19 March 2024 | 9 AM - 5 PM |

Venue: Fragipani Room (Mothers Sanctuary), Level 2, Le Quadri Hotel KL

Overview

Fostering a positive work environment is crucial for enhancing employee motivation and engagement, ultimately leading to higher job satisfaction and retention rates. With reduced workplace stress, employees are more inclined to share innovative ideas, contributing to the organization's growth. A healthy office environment not only boosts productivity and minimizes absenteeism but also reduces workers' compensation and medical claims. Prioritizing employee well-being alongside business success ensures a harmonious workplace with a positive work-life balance.



Sheyamalatha Ranggasamy

Master Trainer

Who Should Attend?



This training is applicable for anyone responsible for cultivating a positive work environment within their organization. Additionally, employees interested in understanding the benefits of a positive workplace culture and how to contribute to its development would also benefit from attending.

Program Objectives



Generate ideas on how to create impactful and positive work environment



Learn communication techniques and strategies managing different people



Work on ideas on managing change, both influencing from outside and inside the organisation

For more information, kindly contact Ridhwan from GHR (Ext 2417) and submit TRF to muhammadridhwan@ucsigroup.com.my