

10 KEY TOOLS FOR WORK SUCCESS

(Hot Skills you need to master)

100% HRDF CLAIMABLE

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9-10 December 2010 * Meritus Pelangi, Pantai Cenang, Langkawi



INTRODUCTION

Today's personnel are too busy to attend numerous training programs on the various skills they need to develop. You need one training program that covers it all while still maintaining high training effectiveness. You need to learn essential skills quickly and need to be able to apply these skills immediately!

This program is designed around 10 key core skills that you need in order to be effective at the workplace. Our consultants have researched & created simple tools in the form of models & acronyms for you to use when trying to apply the knowledge you have.

For every skills taught there is a practice session at the end where you have to put the technique or skill into use either in a brainstorming session, a role play or a team project.

Very often, you have to actually practice using the models you are given to understand its simplicity. Thus, we use case studies & discuss real life situations you face so that you can try applying these models.

This program gives you 10 key tools you need in 10 different skills essential for you to be effective & efficient in your workplace.

BENEFITS TO CORPORATE EXECUTIVES LIKE YOU

The corporate organizations of today operate in a dynamic & competitive global environment. Whilst business profitability was the critical concern in the past, business sustainability has now become the critical issue. To meet business sustainability, corporate organizations need effective & efficient corporate personnel like yourself who play a critical role in ensuring growth & development in an organization. You need to be equipped with self-management skills that will add value to your performance & productivity.

WHO MUST ATTEND

This workshop is targeted at all secretaries, personal assistants, administrators, support staff, front office, customer service & all personnel who want to achieve the “High Performance Rope” of personal effectiveness, efficiency & organizational improvement.

LEARNING OUTCOMES

- To learn to leverage on your strengths & use them to get the results desired
- To master your mental blueprint - the Little Voice in you, your emotional well

being, your belief and value systems, your positive attitude

- To master techniques to change your state within minutes
- To control your attention and to engage in accurate thinking
- To learn to prioritize, plan, schedule and organize your workload and tasks
- To manage effectively interruptions, meetings and people in the work environment
- To be knowledge based and to continuously keep yourself updated
- To be able to communicate effectively and with results
- To develop strategies for relating well, handling difficult people and grievance
- To establish better working relationships with bosses and colleagues
- To learn to handle stress, pressure and conflicts
- To improve problem solving and decision making skills - quicker and more confident
- To get out of comfort zone - master tips to be more creative and proactive

TRAINING METHODOLOGY

Accelerated Learning Technique based on the 4Ps:

Preparation, Presentation, Practice, Performance

To make the training effective and thought provoking yet lively and entertaining the trainer utilizes a combination of various training methodologies including

a combination of expert input plus practical sessions including :

- Expert Input, Group Discussions, Presentations
- Interesting and Relevant Video Clips
- Brainstorming Sessions, Role Play, Games and Activities
- Practical Hands On Sessions, Demonstrations, Creative Music, Visualization, Clearing Techniques
- NLP Tools, Notes & Handouts, Group & Individual Exercises

WHY THIS COURSE IS SO POWERFUL

It combines practical, realistic and easy to implement techniques and tools combined with creative, right brain strategies and tactics. It is the end result of years of tested, proven and improved strategies and tactics from many disciplines including mind mastery, hypnotherapy, counseling, persuasion, psychology, emotional intelligence, cognitive science, behavioral analysis, emotional freedom technique, laws of attraction and years of training experience

WHY IS THIS COURSE DIFFERENT

It is extremely high energy and uses accelerated learning techniques for maximum results.

It is one of the rare course that is totally comprehensive and all encompassing.

The techniques have all being tested & practiced daily by the trainer.

It is a whole brain training.

It is technique-based with very little theory. The concepts, explanations & justifications are explained in the comprehensive manual given which participants can read for more information after the course. During the training, the focus is on practical & usable tactics, strategies & techniques.

There is time for the participants to practice the technique.s

The participants will be given a Success Breakthrough Conditioning Mind Movie CD specially designed by Rachel Khor to assist participants in reprogramming themselves for success. It is based on The premise that "your inner world creates your outer world". The more they concentrate on the "roots", the faster they will see new results in their "fruits".

In this way 100% success rate is guaranteed out of our training

COURSE PROGRAM FOR 2 DAYS

1. THE STARTING POINT: DEVELOP A PLEASING PERSONALITY

Self analysis - Who are you really inside? What motivates you to do the things you do & make the decisions you make

Self evaluation - How do you see yourself? How do others see you?

Understanding yourself and what drives your behavior

Are your vehicles destructive, neutral or positive?

How to utilize your strengths to get to where you want to me

Stimulating Exercise: Pleasing Personality

2. MANAGE YOURSELF BETTER WITH HIGH EI TO ELIMINATE STRESS PERMANENTLY

Strategies to reduce uncertainty, adapt to changes & control mood swings

How to handle your trigger points, remove emotional blind spots & defuse emotional hot buttons

How to effectively break the stress habit in the heat of battle -work & family stresses

How we create procrastination & motivation

Powerful NLP techniques to change emotional state instantly

- Technique 1 : How to change your physiology
- Technique 2 : How to change your focus & master controlled attention
- Technique 3 : How to reframe successfully
- Technique 4 : How to breathing properly & master eye relaxation

EFT Technique for Dealing with Stress

Practice Session: Energy & Peak Performance Techniques

3. INSTALL AN EMPOWERING BELIEF SYSTEM

You have the awesome ability to take any experience of your life & create a meaning that dis-empowers you or literally save your life

Understand the 3 beliefs for lasting success

The Pygmalion Effect

Change core beliefs & get rid of self limiting beliefs

Unique Session for Change: Dickens Process

4. TAMING THE TIME MONSTER: How to Stop Procrastinating, Start Planning & Get More Done

Be clear about what is expected of you - monitor KRAs and performance measures

Analyzing and checklist for effective use of time

How to get your priorities right

Identify and eliminate your time wasters

Understand and apply the 80/20 Rule

How to get organized task and workload management

- Managing your multiple tasks
- Organizing the workplace for maximum efficiency
- Managing deadlines and interruptions
- Dealing with paperwork effectively

Self Reflection & Exercise: Your Personal Action Plan

5. MASTERING PEOPLE FOCUSED COMMUNICATION

Key principles in communication to achieve desired results

Emotional bank account - withdrawals vs deposits

The 3 key steps to listening well

Why people are not listening to you & how to get them to listen to you

The power of body language

Special Activity: Anchoring Self Confidence

Role Play: Perceptual Position

Video on Communicating with your Body Language

6. SUCCESSFUL STRATEGIES FOR RELATING, BUILDING RAPPORT and INFLUENCE

How to build rapport instantly with just about anybody

How to build influence and persuasiveness within minutes

Empathy: Gain in patience and human understanding

Greater clarity in relating and working with people in your work environment

Understand and work with different and opposing personalities or work styles

Role Play: NLP Tool on Perceptual Positioning

Practice Session : Build Instant Rapport

7. SHARPEN YOUR CREATIVITY AND FLEXIBILITY TO DELIVER THE RESULTS DESIRED

How creative are you? Spurring the imagination and learning to think both fluidly and flexibly

8 steps to developing creative thinking skills

Starting from Step 1: "Is there a Better Way?" to Step 8: "Helicopter Skills"

3 Ready To Use Creative Techniques: Provocation, Questioning,

Association or Bisociation & Random Picture

Group Project: Creative Problem Solving Using a Problem from Work.

***Free Bonus CD on Subliminal Music For Creativity and Mind Movies to Stimulate Creativity, Instantly and with Guaranteed Result! (Stephen Halpern, USA)**

8. DEVELOP CRITICAL THINKING SKILLS FOR EFFECTIVE PROBLEM SOLVING

Learn to separate fact from fiction

5 ways to sharpen your critical thinking skills

The "Ishikawa" Model - Cause & Effect diagram

Kaizen -small, incremental improvements

Interesting & stimulating activities to stimulate your creativity. Here, you will work on the challenges in your own organization. Bring your work problems or challenges from the office to the seminar. You will use the techniques used to immediately produce solutions & ideas you can use back in your office

Techniques Used: SCAMPER, Brainstorming, Story Boarding, Camelot, 6 Thinking Hats, Why-Why Diagram

9. IMPROVING PRODUCTIVITY WITH 17 STRATEGIES FOR SUCCESS

Focus on your circle of influence and decrease complacency

Increasing achievement

Productivity and profitability relationships

***Free* Subliminal CD on Hypnotherapy For Inner Peace (Julie Dittmar, USA)**

10. BONUS SESSION: LAW OF ATTRACTION

Your inner world creates your outer world - success starts in your head

How to control the chatter in your brain

How to develop power thinking and unlock the awesome potential of your mind

Making the Law of Attraction work for you

Activate the power of the subconscious mind to achieve vibrant health

Reprogram your mind for the results you set out to achieve

Techniques to Tune into Inner Consciousness - Affirmation, Self Talk Therapy, Visualization & Emotionalization

Empowering Video Show

***Free* Audio CD on "Controlling the Little Voice Inside Your Head (Blair Singer,**

USA)

Evaluation, Feedback & Suggestions. Certification Ceremony. END OF TRAINING

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RESOURCES & BONUSES JUST FOR YOU

You will get these bonuses & resources absolutely ***FREE***

Resource #1:

A 100 page comprehensive Training Manual, beautifully and creatively designed with meaningful pictures to make reading it a pleasure!! It also includes a Workbook & Extra Learning Materials

Resource #2:

Certificate of Accomplishment

Resource #3:

Ready To Use Checklists, Action Plans, Worksheets and Templates for Easy Reference

***Free* Bonus #1:**

Beautiful and attractive door Gifts

***Free* Bonus #2:**

Audio CD by Julie Dittmar (USA) on Hypnotherapy for Inner Peace for Stress Control. Eliminate stress and work tension while you sleep!

***Free* Bonus #3:**

Subliminal CD on Perfect Health by Silva Mind (USA) - have excellent health effortlessly! Without health you will not be able to achieve all your corporate goals and give the results desired

***Free" Bonus #4:**

Mind Movie created by Rachel Khor on "The Beautiful Life"

***Free* Bonus #5:**

Audio CD on Little Voice Management by Blair Singer (USA)

Tips to control the subconscious mind & self sabotage

***Free* Bonus #6:**

Videos on Guided Meditation, Relaxation & Breathing

***Free* Bonus #7:**

Videos on EFT Techniques and 65 page step-by-step manual on EFT

***Free* Bonus #8:**

Video on Laughter and Feel Good Session. If you cannot laugh or feel good due to stress, Just FAKE It! The videos show you how.

***Free* Bonus #9:**

After the training is over, another 6 months of free advice, counseling and follow up by Rachel Khor for participants by phone and email.

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WHY WE OFFER SUCH A GENEROUS GUARANTEE and BONUSES?

You'd have to admit we are being extremely generous with this offer. You're probably thinking there are some strings attached ... or that perhaps we've made a tragic mistake & there's an error somewhere ... or that we've purposely left out the fine print. Not at all! We are being generous with this guarantee & all the FREE bonuses because we know the true power of our training strategies & techniques.

We know that when you correctly apply them in the real world, there'll be absolutely no chance you won't achieve success.

With our 18 years of hands-on, rock solid training experience, our Principal Trainer & Associate Trainers knows that you will get the measurable results & sales success desired. Just check out these amazing results:

TESTIMONIALS

"Her ideas can bring unlimited income & positive results. The mind mastery techniques were simply awesome & eye opening !!!" **Bank Negara Malaysia**

"Rachel is a most creative, dynamic & charismatic trainer with lots of new, fresh ideas all the time. She has such incredible rapport with us." **Scenic Moulding Berhad**

"Powerful tools to increase your market share & profits" **White Horse Ceramics**

"Rachel is one of the most influential trainer with lots of creativity, knowledge & incredible rapport with participants." **SP Setia**

"Rachel just does not merely teach us. She very clearly demonstrate the techniques & how the results can be achieved" **Westport**

" Very excellent trainer! The accelerated training techniques are just awesome!" **Tokio Marine Insurans**

" It is not easy to motivate & captivate the interest of 90 over sales persons. But Rachel has manage to achieve all the objectives required of her for this training conducted in a very dynamic & stimulating fashion, we also learnt very useful sales tips from her" **Socma**

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TRAINING CONSULTANT

RACHEL KHOR is the managing partner and seasoned trainer with more than 18 years experience in the training and consulting business. Prior to starting her own company she worked with the Singapore government and was the Conference Director of AIC, an international conference company listed on the London stock exchange and based in Australia.

She is a Certified Instructor in Stress, EQ & EFT Trainer. She is also a Certified Instructor in Interaction Management, Social Styles and Feelings. In addition, she is also a Certified NLP Practitioner and is currently pursuing her Master Certification in NLP. She is also a PSMB Certified Trainer and she also has Certification in

Hypnotherapy.

Rachel is also a Master Trainer in Creativity, Problem Solving Skills, Leadership, Strategic Thinking, Peak Performance, Change Management, Communication and Negotiation Skills. She has also trained under the world famous Millionaire Mindset trainer, T Harv Eker where she trained in Master Your Mind and Guerilla Business Intensive. She has also trained under America's leading management trainer, Blair Singer for Sales Dog Training, Powerful Sales Presentations and Train the Trainer. She has attended courses in Leadership and Change Management from world famous Leadership and Change Management guru, John Maxwell.

She is also trained in Accelerated Training Techniques which she is using in all her training courses today for the guaranteed, rapid and effective results required by today's top corporations.

She has honed and fine tuned her training skills & techniques over a period of 18 years of varied business experiences as well as running her own event management company. Over the last 18 years her company has organized close to 8000 conferences, workshops & seminars in Malaysia, Singapore, Indonesia, Thailand, Hong Kong and China reaching out to over 300,000 participants.

She is also a Master Trainer in Mind Control and Mind Power, Edward De Bono's Creativity and Lateral Thinking courses. She is also trained in the various areas of Leadership and Stephen Covey's Habits of Highly Effective People. She is a keen practitioner of Mind Mapping and Mind Power strategies by Tony Buzan.

She has been coached and trained with some of the best world class trainers, business gurus, leading coaches and entrepreneurs including Anthony Robbins, Robert Kiyosaki, Blair Singer, Harv Eker, John Maxwell, Jay Abraham, Joel Roberts (communication guru), Dr Joe Vitale (hypnotic marketing), Jose Silva, Burt Goldman, among many others.

She has conducted numerous workshops and seminars throughout Malaysia, Jakarta, Bangkok, Singapore & China. She received her training in USA, UK, Australia and Singapore.

She uses all her training and knowledge in neuro linguistics programming (NLP), mind power, success principles, science of getting rich, psychology, human behavior analysis and enneagram, coaching, counseling & years of training to deliver the RESULTS DESIRED EVERY TIME.

She is also backed by 18 years of top management corporate experience and exposure having worked for both public organizations as well as private companies in Australia, UK, Singapore, Indonesia, Thailand & Malaysia.

Over a 12-year period, Rachel has trained, coached and counseled thousands

of participants from various industries in both the public and private sectors to:

- be creative and a solution provider at all times
- communicate in a manner that provides the results required
- improve productivity and profitability
- manage their emotions and be in control at all times
- continue to be effective even under high pressure and stress
- gear themselves up, be self motivated and be at peak performance when facing crisis and tough times
- clear and get rid of emotional baggage, negativity, stress and self sabotage
- master the universal principles of success to achieve corporate goals and objectives

Rachel is an extremely creative, dynamic, charismatic, humorous and versatile trainer who has fantastic rapport with the participants she trained with excellent communications skills.

Due to this she always receives rave reviews and excellent ratings from the participants she trained. She achieves this by ensuring her training is relevant, highly interactive, exciting, stimulating & inspiring - made fresh with new ideas and concepts.

SATISFACTION GUARANTEED

Her *Unique Selling Point* is her creative approach to training and her ability to make the training unique, enjoyable yet rewarding and practical with easy to understand as well as easy to practice techniques, strategies and tactics. What she teaches can be immediately applied back at the office for immediate results. She mixes no nonsense pragmatic information with creative mind power & mindset changing strategies to make the course powerful and results oriented.

“Strategies that work, Solutions that matter, Results that last”

make up key words which define Rachel’s dedication in her training programs.

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Why Are Rachel Khor's Training Courses So Powerful ?

It is the end result of years of tested, proven and improved strategies and tactics from many disciplines including sales and leadership training, creativity, problem solving, NLP, hypnotherapy, coaching, counseling, persuasion, psychology, emotional intelligence, cognitive science, behavioral analysis, personality profiling, emotional freedom technique and years of training experience.

She is trained in & uses Accelerated Learning Techniques to get the results desired and to achieve the training objectives set for her training. Her training style is always content rich combined with lots of strategies, tactics and techniques that are practical, powerful and mindset changing.

Participants who have attended her programs are from a wide range of businesses, commercial sectors, public sectors and industries including ...

OUR IN HOUSE CLIENTS include

Kementerian Kewangan, Bank Negara Malaysia, Malaysian Reinsurance, Ambank Unit Trust, HSBC, Exim Bank, ADFIM, ERF, TPPT, Petronas Carigali, Petronas Holdings (Security), TNB, Texchem, Worldwide Holdings, Subang Medical Centre, Sunrise, MBF Cards, Dell, Mimos, Compaq, Sara Lee, White Horse Ceramic, V Source, Maxis, WPG International, Tencate, Sharp Roxy, Takeuzi, Formosa Prosonic, Pan Malaysia Pools, IOI, Jasa Kita, ACE Insurance, SIC, AIC, Totokiki, Kotak, Camcar Textron, Watta Battery, Malaysian Airport, Westport, Samsung, Global Bond, Saujana Resort, Agilent, Continental Sime Tyre, Ansell, Cam Precision, Kanzen, Tokio Marine Insurans, MERCK, EON Bank, etc

PUBLIC PROGRAMS CLIENTS include

Khazanah Nasional, Lembaga Tabung Haji, PNB, PUNB, RHB Bank, Maybank Group, CIMB Bank, Public Bank, Bank Pembangunan, HSBC, OCBC, ING, AIA, Perwira Affin Bank, Port of Tanjung Pelepas, Port Klang Authority, Bintulu Port, Petronas Group, Asean Bintulu Fertiliser, MTBE, BP Chemicals, Shell, Esso, Exxonmobil, Tioxide, Caltex, Castrol, Unilever, Sumitomo, LSG Skychefs, Kertih Terminals, Joeei Industry, Bandaraya Kuching, Southern Steel, Meiban, Philips, Labuan Authority, Superkad Services, BHP Steel, MAS, Diperdana Holdings, Star Cruises, Western Digital, MEMC Electronic, BCM Electronics, Federal Power, Hualon, Proton, Malaysia Milk, F & N, McLaren, Digi, Celcom, Telekom, Avon, Roadbuilder, Toshiba, Sony, Genting, UNITAR, UNIMAS, Multimedia University, etc

INVESTMENT

Confirmed Registration before 30 Nov 2010: RM2,600 per person inclusive

of **full training, 3D2N accommodation, all the relevant meals for 3 days & return airfare by AirAsia**. It also includes door gifts, course manual & workbook, lunches, refreshments, Certificate of Accomplishment, all the bonuses mentioned above in the form of video clips, mind movies, subliminal CDs, audio CDs for your continuous education, follow up advice by emailing & telephone after the course is over.

Registration after 30 November 2010: RM2,950 per person

CALL NOW TO FIND OUT MORE ...

This is a power-packed training marketed by your preferred training partner...

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