

mws

miniworkshopseries



new approach | fresh perspective



Empowering your workforce by
providing equal opportunity for
learning and growth at the workplace.



MWS Workshops and Framework

MWS Learning Frameworks are specifically designed to achieve an actionable structured approach for workforce training.

The Framework covers the 3 critical areas of skills development:

1. Managing Self
2. Managing Others
3. Managing Performance



And within each of these 3 Learning Programs are modules that you can choose to implement within your organization. The modules cover essential and vital titles to meets with its intended learning objective.

Managing Self	Managing Others	Managing Performance
<ul style="list-style-type: none">• Self Mastery• Personal Productivity• Communication• Empowerment	<ul style="list-style-type: none">• Interpersonal Power• Leading Change• Develop Team• Effective Team• Leading Team• Resolving Conflict	<ul style="list-style-type: none">• Quality• Result Oriented• Organizational Culture

The Development Programs helps create the momentum and a common platform for the whole organization to learn continuously. MWS offers a flexible solution to meet every need of big and small organizations alike. Take this exciting opportunity to challenge and inspire your organization to new heights today.

Managing Performance	Quality	Result Oriented	Organizational Culture
12 hours/ module	Customer Focus Ethics And Values Integrity And Trust	Imagineering Strategic Agility Managing Through Systems	Managing Vision & Purpose Culture of Empowerment Perseverance
Managing Others	Interpersonal Power	Leading Change	Develop Team
16 hours/ module	Managing Boss Motivating Others State Management Congruency	Execute Change The Art of Questions Figuring Out People Sensory Acuity	Induction And Orientation Teamwork Planning Training Building Competencies
	Leading Team	Effective Team	Resolving Conflicts
	Action Oriented Power Persuasion Coaching Dance Constructive Feedback	Building Team Delegating Effectively Getting Results	Dealing With Difficult People Handling Discipline Perceptual Flexibility The Framing Games
Managing Self	Self Mastery	Personal Productivity	Communication
20 hours/ module	Winning Attitude Mastering Success Positive Mental Attitude Minimizing Work Stress Work-Life Balance	Write Effortlessly Manage Time Getting Organized Effective Meeting Accelerated Learning	Communicate Clearly Building Rapport Active Listening Speak with Power Business Etiquette
	Empowerment		
	Creative Thinking Decision Making Dealing With Change Assertiveness Accountability		

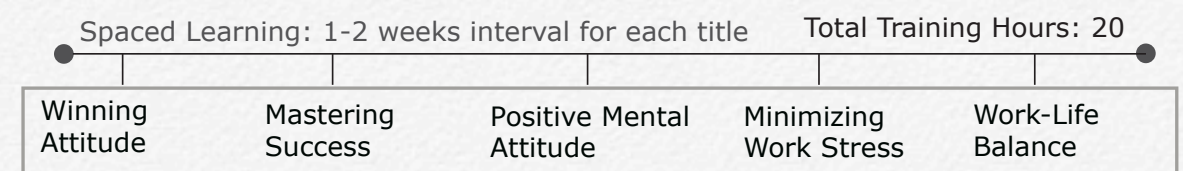
For Workplace Excellence

Managing Self Modules

Managing Self Modules	Self Mastery	Winning Attitude Mastering Success Positive Mental Attitude Minimizing Work Stress Work-Life Balance	Managing Self • Self Mastery • Personal Productivity • Communication • Empowerment
	Personal Productivity	Write Effortlessly Manage Time Getting Organized Effective Meeting Accelerated Learning	The Managing Self Development Programs consisting of 4 separate modules are specifically designed to help individuals within organizations to fully learn the essential skills in order to operate effectively at work. Each module consists of 5 titles that are carried out every week to ensure spaced learning and continuity.
	Communication	Communicate Clearly Building Rapport Active Listening Speak With Power Business Etiquette	
	Empowerment	Creative Thinking Decision Making Dealing With Change Assertiveness Accountability	

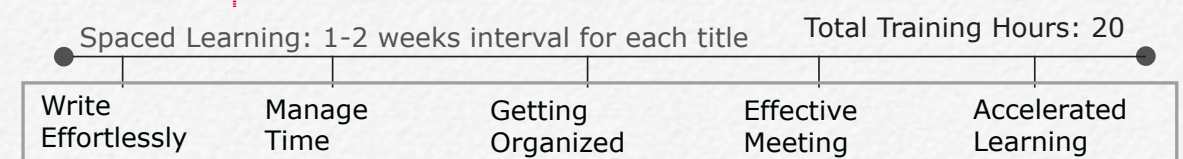
Self Mastery

Learning Objective	At the end of the training sessions, the participants, within the work environment; will be able to empower themselves to handle challenging and stressful situations with grace and resourcefulness.
Learning Outcomes	<ol style="list-style-type: none"> 1. To choose a resourceful state of mind 2. To recognize when he/she is under stress and take action to minimize stress. 3. To understand and adopt the traits and characteristics required to be successful at work 4. Able to set goals in life and at work.
Audience	The whole workforce



Personal Productivity

Learning Objective	At the end of the training sessions, the participants, within the work environment; will be able to increase their personal productivity.
Learning Outcomes	<ol style="list-style-type: none"> 1. Identify the main obstacles to maximizing personal productivity. 2. Understand the components of productivity and their interdependencies.
Audience	The whole workforce



Communication

Learning Objective

At the end of the training sessions, the participants, within the work environment; will be able to communicate eloquently and effectively.

Learning Outcomes

1.

Achieve results in your communications with others

2.

Communicate effectively using simple, concise and direct language

3.

Enhance your active listening skills to anticipate and avoid common misunderstandings

4.

Eliminate the roadblocks that undermine your ability to communicate effectively

Audience

The whole workforce

Spaced Learning: 1-2 weeks interval for each title

Total Training Hours: 20

Communicate Clearly

Building Rapport

Active Listening

Speak with Power

Business Etiquette

Empowerment

Learning Objective

At the end of the training sessions, the participants, within the work environment; will be able to build their self esteem and confidence.

Learning Outcomes

1.

Be more proactive at workplace

2.

Take increased responsibility and accountability over situations at work

3.

Be able to bring probable solutions, and not just the problems.

Audience

The whole workforce

Spaced Learning: 1-2 weeks interval for each title

Total Training Hours: 20

Creative Thinking

Decision Making

Dealing with Change

Assertiveness

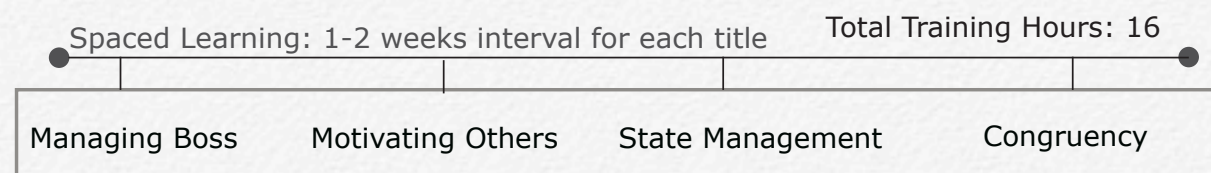
Accountability

Managing Self Modules

Managing Others Modules	Interpersonal Power	Managing Boss Motivating Others State Management Congruency	<div>Managing Others</div> <div><ul style="list-style-type: none">• Interpersonal Power• Leading Change• Develop Team• Effective Team• Leading Team• Resolving Conflict</div> <div>The Managing Others Development Programs consisting of 6 separate modules are specifically designed to help individuals within organizations to work effectively with everyone.</div> <div>Each Module consists of 4 titles that are carried out every week to ensure spaced learning and continuity.</div>
	Leading Change	Execute Change The Art Of Questions Figuring Out People Sensory Acuity	
	Develop Team	Induction And Orientation Teamwork Planning Training Building Competencies	
	Leading Team	Action Oriented Power Persuasion Coaching Dance Constructive Feedback	
	Effective Team	Building Team Delegating Effectively Getting Results Managing Performance	
	Resolving Conflict	Dealing With Difficult People Handling Discipline Perceptual Flexibility The Framing Games	

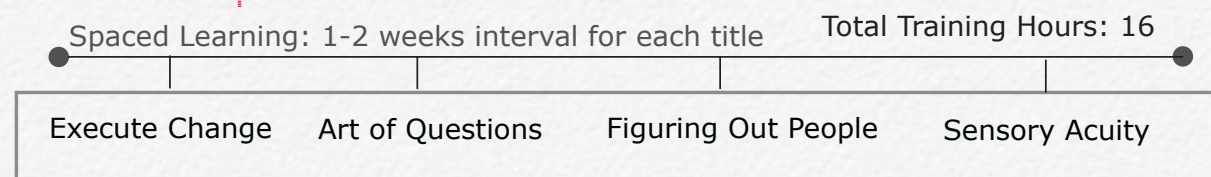
Interpersonal Power

Learning Objective	At the end of the training sessions, the participants, within the work environment, will achieve what is required to work efficiently with everyone.
Learning Outcomes	<ol style="list-style-type: none">1. Recognize what motivates others and to respond favourably2. Condition your self to be congruent with your mind and body3. Utilize the best states for optimum results4. Prioritize and recognize how to handle your peers and superiors
Audience	The whole workforce



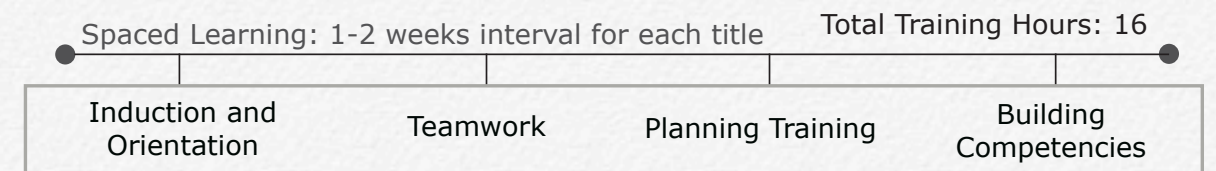
Leading Change

Learning Objective	At the end of the training sessions, the participants, within the work environment, will be able to initiate, manage and lead change efforts.
Learning Outcomes	<ol style="list-style-type: none">1. Apply skills to proactively lead change2. Use advance questioning patterns to elicit challenges and issues3. Apply change principles and techniques
Audience	Managers, Supervisors, and Leaders



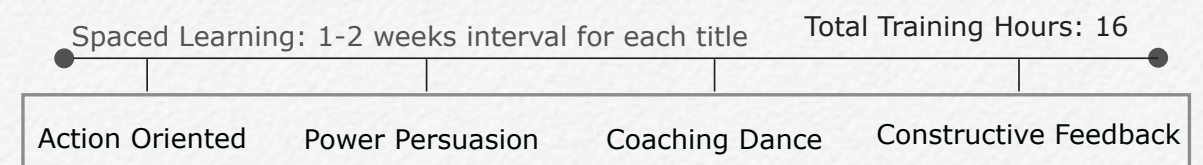
Develop Team

Learning Objective	At the end of the training sessions, the participants, within the work environment; will be able to build and develop team.
Learning Outcomes	<ol style="list-style-type: none">1. Understand the stages of team development2. Understand the different roles and responsibilities within teams3. Identify, plan and build the competencies to achieve the desired results4. Identify effective Team Behavior
Audience	Managers, Supervisors, and Leaders



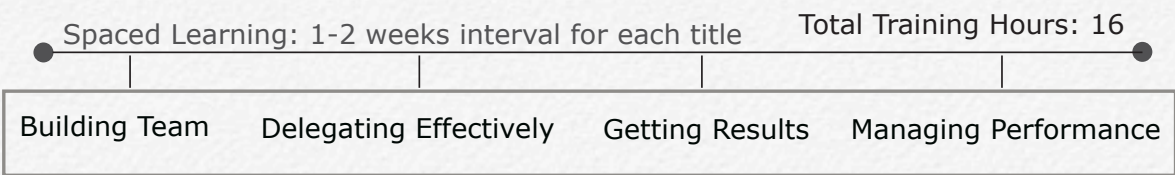
Leading Team

Learning Objective	At the end of the training sessions, the participants, within the work environment; will be able will be able to lead a high performance team.
Learning Outcomes	<ol style="list-style-type: none">1. Able to take steps towards the set objectives2. Take increased responsibility in influencing others to do what needs to be done3. Able to coach team members.4. Use of constructive feedbacks to motivate team members to improve
Audience	Managers, Supervisors, and Leaders



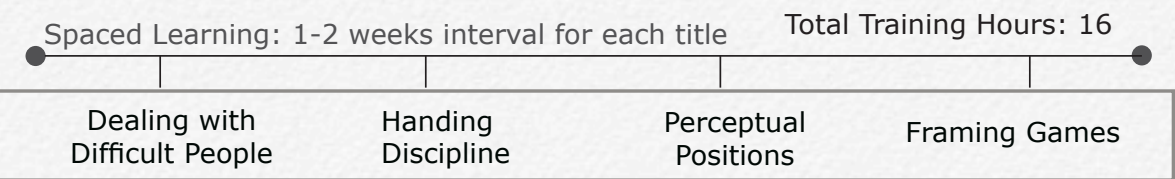
Effective Team

Learning Objective	At the end of the training sessions, the participants, within the work environment; will be able to guide and direct team members to meet set goals.
Learning Outcomes	<div><div>1. Understand systematic team work</div><div>2. Understand why teams fail and learn to avoid these mistakes</div><div>3. Able to give clear and actionable instructions to getting results</div></div>
Audience	Managers, Supervisors, and Leaders



Resolving Conflict

Learning Objective	At the end of the training sessions, the participants, within the work environment, will be able to resolve conflicts between team members and colleagues.
Learning Outcomes	<div><div>1. Identify factors that create conflicts in the workplace</div><div>2. Understand basic behavioral styles and know how to adjust to each for conflict prevention</div><div>3. Learn and appreciate perspectives of different people.</div></div>
Audience	Managers, Supervisors, and Leaders



Managing Performance Modules

Managing Performance Modules

Quality	Customer Focus Ethics and Values Integrity and Trust
Result Oriented	Imagineering Strategic Agility Managing Through Systems
Organizational Culture	Managing Vision and Purpose Culture of Empowerment Perseverance

Managing Performance

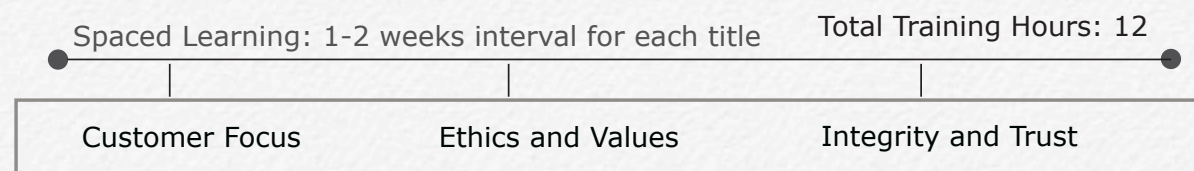
- Quality
- Result Oriented
- Organizational Culture

The Managing Performance Development Programs Consisting of 3 separate modules are specifically designed to help individuals within organizations to achieve results.

Each Module consists of 3 titles that are carried out every week to ensure spaced learning and continuity.

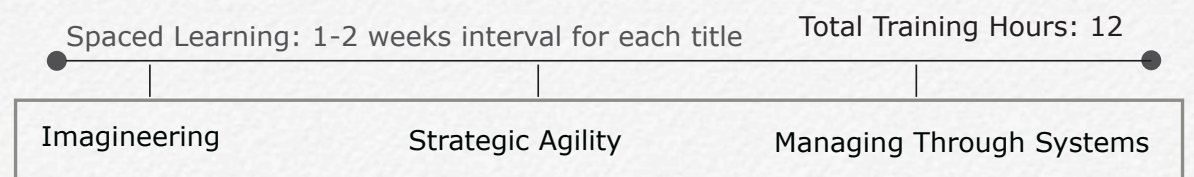
Quality

Learning Objective	At the end of the training sessions, the participants, within the work environment, will be able to acquire the essential competency in delivering quality to its customers.
Learning Outcomes	<ol style="list-style-type: none">1. Understand and appreciate customer's expectations and strive to meet and exceed them.2. Inculcate the values essential to putting customers first by advocating ethical business practices3. Instil integrity and trust in the organization
Audience	Executives, Managers, Senior Managers



Result Oriented

Learning Objective	At the end of the training sessions, the participants, within the work environment; will be able to make concerted effort to achieve the outcome of the organization.
Learning Outcomes	<ol style="list-style-type: none">1. Understand and establish the benchmark for greatness through learning Disney's Imagineering strategy.2. Identify the key enablers for organizations to be agile to face market demands.
Audience	Executives, Managers, Senior Managers



Organizational Culture

Learning Objective	At the end of the training sessions, the participants, within the work environment; will be able to inculcate a conducive workplace for growth.
Learning Outcomes	<ol style="list-style-type: none">1. Able to communicate the vision and purpose of organization2. Enabling and empowering your workforce to take the necessary actions to achieve the organizational goals3. To develop tenacity and perseverance in management to deal with challenges in any growing organization
Audience	Executives, Managers, Senior Managers

