Asia Masters Center

Planning, Follow-Up & Innovation Skills At Work

Asia Masters Centre (AMC), Suite 2 B, level 6, Office Block, Grand Millennium Hotel, Bukit Bintang Street, 55100 Kuala Lumpur, Malaysia. | Tel: +60327326992|Mobile: +601 8909 0379 | Fax: +60327326992
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Course Objective

- Plan the design and functionality of financial models in Excel
- Use powerful functions built in to Excel for statistical and financial analysis
- Apply financial analysis techniques to improve investment decision-making.
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Target Audience

- managers
- government agencies
- supervisors
- professionals and executives
- for who has desire to enhance their creative abilities for better workplace performance.Divisional managers

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Course Outline

DAY 1

- **Understanding Your Creativity**
- Creativity & your personality
- Understand and use personality styles as a management tool
- Creative flexibility to manage effectively
- Importance of perception
- Maximising our perceptual ability
- Creativity and the Holistic Model
- Creative people from the past
- Building a Creative Model

DAY 2

- **Generating Creativity**
- Understand how creative thinking works
- Developing Openness to new ideas
- The Creative Mind: Whole Brain Thinking
- Distinguish stages of the creative process
- Recognise what makes excellent creative thinking
- Identify and understand the creativity in others
- Developing a Creative environment
- Consciousness and competence

DAY 3

- **Strategies for Creative Problem Solving**
- Problem-solving strategies
- Getting in the right mindset
- Taking risks & looking for paradigm shifts
- Defining the Real Problem
- Recognising mental blocks to creativity

- Brainstorming for solutions
- Utilising the SLIP technique
- Utilising the drill down funnel

DAY 4

- **Encouraging a Creative Climate at Work**
- Releasing creativity at work
- Fostering creativity
- Incubating ideas
- Challenging assumptions
- Creativity for business breakthroughs
- Sharpen your creative thinking: Metaphors & Analogies
- Releasing Creativity through Coaching
- Sharing information for creative solutions

DAY 5

- **Leading on the Creative Edge**
- Innovative leadership for excellent performance
- Convergent & Divergent Thinking Skills
- Developing creative potential in teams
- Understanding creative people
- Motivating creative individuals at work
- Interacting creatively
- Planning your Creative future
- The design of financial models for forecasting and decision-making

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➢ The Feature Of Asia Master Training And Development Center

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➡ The Cost Of The Training Program Includes The Following:

1) Scientific article on flash memory.
2) Training Room.
3) Training.
4) Coffee break.
5) The training bag includes all the tools for the course.

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Price (USD)
Communicate with the training department to know the participation fees ➢ There are offers and discounts for groups
The details of the bank account
Bank name: CIMB Bank Berhad Account name: Asia Masters Center SDN. BHD Bank account number: 80-0733590-5 Swift code: CIBBMYKL IBAN: Null

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