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Organizational Behavior Training

Duration: 2 Days

Delivery methods:

- Self-discovery and critique
- Group exploration and facilitator led discussions
- Practical exercises
- Best practice theory exploration

Overview:

Developing interpersonal skills enriches relations with people around you, including your customers, colleagues, bosses and family. In order to build strong teams with winning mindset, effective communication skills with a great sense of responsibility is the key. The interactive training focuses on the concept of highlighting skills which are driving success in your career and growth of an organization and honing communication skills, teambuilding skills and ownership mindset which enrich overall job performance.

Course objectives:

By the end of this training course, participants will be able to:

- ✓ Explain how their role is instrumental in creating a high-performing organization.
- ✓ Understand that responsibility is earned.
- ✓ Leadership reflects attitude and that attitude has an impact on behavior of individuals.
- ✓ State the attitudes, skills, and knowledge required to be a successful professional.
- ✓ Improve communication and cooperation between different levels

Target audience:

From entry level to supervisory level

Requirements: (If online)

- Laptop or Mobile Phone
- Able to use Zoom Application
(Request video tutorial via phone or mail)
- Zoom Application

- For Window :<https://zoom.us/support/download>
- For Android users :<https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en>
- For iOS users :<https://apps.apple.com/.../app/zoom-cloud-meetings/id546505307>

Course outline:

Module 1: Basic Behaviors at Organization

- Mutual Understanding
- Group Discussion
- Teamwork Skills
- Business Telephone Etiquettes

Module 2: Communication

- Why do we communicate?
- 2 Steps of communication
- Johari Windows
- Elements of personal communication
- How to present with confidence

Module 3: Workplace Communication

- Ho Ren So
- Reporting activities
- Importance of rules and people
- How to create happy working environment

Module 4: Company and work?

- How to be responsible at work
- Developing responsible habits
- Know your work

Training includes:

- Full course training manual plus certificates
- Written action plan to take away

Training costs/Investment

Please enquire to these numbers: (+95) 9 252 231 181, (+95) 9 795 263 186 (or)

Email to this address: forvalmyanmar@gmail.com