

WORKPLACE SKILLS

The module is designed to help individuals function effectively as an independent thinking adult in the workplace and focus on importance of initiative and enterprise in the context of his/her work scope, responsibility, accountability, authority and expertise. This module covers the areas of communication, goal setting, time management, work ethics etc.

This course will help you become a better communicator and self-motivated person who is able to connect well with the different stakeholders to enhance workplace success.

PERFORMANCE OUTCOMES

- Conduct self assessment for personal competencies and strength
- Set personal career and work goals taking into consideration of your strength
- Demonstrate innovative and enterprising behaviors at work place
- Learn techniques to manage time effectively
- Identify barriers to effective communication and how to overcome them
- Demonstrate flexibility and adaptability at workplace

ENTRY REQUIREMENT

- Currently working in the apparel industry or aspire to work in the apparel industry
- Possess university, diploma or high school certificate
- Ability to read, write and comprehend English proficiently
- Basic computing skills and knowledge of Microsoft office

COURSE FEE

Non-GMAC Members	USD\$265.00
GMAC Members	USD\$230.00

COURSE DURATION

Training Hours	19
Assessment Hours	1.5
Total Hours	20.5

GRADUATION REQUIREMENTS

Student must fulfil the following requirements:

- 75% attendance rate of total training hours per module
- Assessed and be competent for every module

CERTIFICATE ISSUANCE

Upon successful completion of the course, student will be awarded the CGTI Certification which is nationally endorsed and recognised by industry partners.

ATTITUDE AND KNOWLEDGE

- Effective communication skills
- Conflict management
- Communication principles
- Stress and work life management
- Goals setting
- Commitment and work ethics
- Time management tools
- Self-Discovery & Personal Assessment

WHO SHOULD ATTEND

- Anyone working in the fashion industry
- Industrial Engineers
- Technicians
- Work Study Officers
- Factory Managers
- Supervisors
- Merchandisers
- Quality Control

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APPLY NOW

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