



IN-HOUSE
TRAINING
CAN BE
ARRANGED

THE

7 ESSENTIAL SKILLS

+ Access Ideas Character Profiling Tool

Life is a series of getting from 'point A' to 'point B'. However, it is never always a straight line nor a smooth journey.

This session uses the 7 Essential Skills framework that enable one to succeed across roles and life situations. These skills are considered “essential” because they help one respond, adapt and react to obstacles and challenges in the world of work and life.

At the end of this 5-day-programme, participants will be able to:

- Identify the 7 essential skills and their importance,
- Determine actions based on different thinking styles, and
- Choose an assertive response to achieve a desired outcome.

Target Participants

All employees, individuals.

Training Methodologies

Lecture, Audio visual, Group discussion and Others.

Course Content

Module 1: Introduction to the 7 Essential Skills

- Overview of the 7 Essential Skills
- Definition of Each Essential Skills

Module 2: Thinking Style: Practical, Analytical, Emotional, Creative

- Key Characteristics of Each Thinking Style
- How to Manage Each Thinking Style

Trainer Profile

Zati Hanani Zaini focuses on personal productivity topics and, over the years, has conducted various training programmes for both private companies and government agencies. Her core programmes include Professional Image Grooming and Etiquette. Besides that, she also focuses on Self Management (Time Management & Work Management). Working as an executive with Institut Bank-Bank Malaysia (IBBM) after graduating from the Financial Sector Talent Management Programme (FSTEP) after one year of training, she started out by coordinating training programmes for the company. She also coordinated Public Programmes with other strategic partners such as Bank Negara Malaysia, Cyber Security Malaysia, Firmus, INSPIN, and Dewan Bahasa dan Pustaka. With all the programmes she handled while working with IBBM, Zati started to grow fond of such activities and made an attempt to become a training consultant with Buana Insan Sdn Bhd in 2009.

Being young as she is, Zati is an enthusiastic and lively person. She has in-depth knowledge of developing training materials and presenting programmes in a stimulating manner. Outgoing and energetic, with strong communication and interpersonal skills, she interacts easily with people of diverse backgrounds, cultures, and professional levels. She is always approachable and believes in the importance of a personal touch when delivering any training programme. She believes that coming from a non-related background (Bachelor of Finance from UNITEN) does not limit her potential in doing something different (Training). Instead, there is always a way to succeed in whatever a person chooses to do – and she did just that.

Her list of clients so far includes Naza Corporation, Perodua, Kolej Yayasan Saad Business School, Jabatan Perkhidmatan Awam (JPA), MARA, ASWARA, IPK Melaka, UDA Holdings, UDA Land, UDA Mall Sdn Bhd, Lembaga Minyak Sawit Malaysia (MPOB), Murni Nursing College, Apex Investment Sdn Bhd, Permintex Sanko, Kementerian Pembangunan Wanita, Keluarga & Masyarakat (KPWKM), Majlis Perbandaran Ampang Jaya (MPAJ), H5 Food Industries, and many more.