AIM Give Back Campaign

AIM

HRD CORP CLAIMABLE

~~RM2900~~
RM1800
PER PERSON
(EXCLUDING ACCOMMODATION)

PROMOTION UNTIL DECEMBER 2026!

Access Ideas (M) Sdn Bhd

Workplace Coaching & Mentoring

Knowledge should not be an exclusive commodity. When we have employees who hold on to the work knowledge that they gain and not pass it down to the others, we face the risk of the knowledge, skills and experience to die off as they leave the organisation. Through this programme we help people managers build their competency in coaching and mentoring as part of their managerial role. Both element of leadership and communication will be examined in order for them to effectively develop employees and ensure knowledge transfer that will lead to a more positive outcome.

At the end of this training programme, participants will be able to:

- Review their roles as a people manager.
- Develop coaching abilities.
- Map out a succession plan through mentoring.

Target Participants

People Manager such as Supervisors, Executives, Specialist, Senior Executives and even Manager level employees that will / can be selected to become on job coaches and mentors.

Training Methodologies

This stimulating program will maximizes the understanding and learning of concepts through interactive knowledge sharing, audio visual stimulants, group discussion, case studies and experiential learning activities.

IN-HOUSE TRAINING CAN BE ARRANGED

Course Content

Module 1: Roles of a People Manager

- Foundations of an Effective Organization
- Definition of a Manager
- The Typical Manager: Planning, Organizing, Directing, Monitoring
- The Future Manager: Training, Coaching and Mentoring
- Managerial Skills Weightages
- Understanding impact of Different Leadership Styles

Module 2: Strategies for Knowledge Transfer

- Understanding Competencies
- Types of Knowledge and How to Manage Knowledge
- Skills and Level of Proficiency
- Behaviours: Motivational Theories and Application
- Case Study: The Troubled Five

Module 3: Coaching Skills 101

- Communication Style: Are you a natural coach?
- Identifying Coachable Moment
- Having a Coaching Conversation
- Key Principles of Coaching and the GROW Model

Module 4: Mentoring on the Job

- Preparing for Formal Mentoring

Trainer Profile

Nur Melati binti Mohd Hatta offers over 20 years of experience across human resources, operations, and Halal consultancy. As a DOSH Psychosocial Trained Person and Behaviour Analyst, she integrates employee well-being and workplace behaviour into her programmes. She works closely with frontline leaders and managers to strengthen emotional awareness, communication, and self-awareness, helping them build positive team cultures centred on responsibility.

Ahmad Rushdi Ab Rahman has a deep background in retail operations and commercial management, with years of experience leading operational teams in fast-paced environments. He is highly effective at engaging middle management, helping them balance business targets with people leadership. His practical, results-oriented facilitation connects leadership principles directly to workplace challenges, focusing on clear direction, accountability, and sustainable operational results.

Noor Atika Mohd Rozar brings extensive experience in manufacturing operations, process improvement, and workforce capability development. She specialises in guiding supervisors and emerging leaders through career transitions, facilitating fluently in both English and Bahasa Malaysia. Her strength-based approach focuses on building confidence, fostering inclusive learning environments, and helping participants recognise and maximise their strengths to lead high-performing teams.

Jayden Lim combines more than 20 years of entrepreneurial leadership, having scaled a retail business to over 200 employees - with 10 years of corporate training experience. A Toastmasters member and published author, he specialises in leadership strategy, team development, and public speaking across all organisational levels. He utilises an energetic, coaching-oriented style that inspires leaders to challenge assumptions, unlock potential, and align individual goals with corporate vision.

Mohd Shahril Hussin leverages over 11 years of service industry leadership, having managed large-scale operational teams of up to 9,000 employees. He connects effortlessly with audiences at all levels, from frontline staff to senior executives, by bridging leadership concepts with real-world challenges. His action-oriented approach emphasises building credibility through trust, employee empowerment, and a strong customer focus to drive organisational success.

IN-HOUSE TRAINING CAN BE ARRANGED

Programme Dates & Trainers

2026

Training Venue: LOKASiDEA, Shaftsbury Putrajaya

October	19th - 20th	Noor Atika Mohd Rozar
November	10th - 11th	Jayden Lim
December	15th - 16th	Mohd Shahril Hussin

**dates and trainers are subject to change.*

Further Enquiries

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Registration Link

Sign up for our Workplace Coaching & Mentoring programme

www.accessideas.com.my/registration/

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