

PAC: Transform Yourself to be Proactive Manager

Objective: Self-starting proactive behavior is increasingly important in the today's work context due to many drivers such as an increasingly complex and uncertainty workplace that need employees perform works on their own initiatives beyond their duties or the pressure from innovation that need employees try new ways of doing things. This course is intended to hand out the knowledge, skills and attitude required to transform yourself from reactive staff to be proactive manager. Participants will learn to cultivate essential skills and attitudes for being proactive manager and practice step-by-step thinking and performing via scenario based case together with applying to the real workplace.

Who Should Attend:

- Operation staff
- Supervisor
- Middle Management
- Operation Manager

Course Benefit: Participants will learn how to:

- Properly initiate and cultivate proactive behavior
- Step-by-Step thinking and implementing to transform reactive to proactive

Duration: 1 day (6 hours, 6 PDUs), 09:00 – 16:00

Training Date: See Training Schedule on www.knowledgertraining.com

Venue: Jasmine City Hotel, Soi Sukhumvit 23, Asoke, Bangkok

Method: Lecture and workshops

Language: Thai

Instructors: Arintra Punyayuttakan PMP, CSQA, CSTE, CSPM, MCTS
Paiboon Punyayuttakan PMP, CISSP, CISA, IRCA, ITIL, Project+

Registration: Fill in the Registration Form and send to info@knowledgertraining.com

Course Outline: **Transform Yourself to be Proactive Manager**

- What are the proactive and reactive management
- Example of proactive and reactive behavior
- Pros and Cons of proactive and reactive behavior
- Why do we need proactive management
- Outcome of proactive management

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- 5 Steps to transform from reactive to proactive management
 - Risk Identification & Forecasting
 - Root Cause Analysis
 - Proactively control & manage by corrective & preventive actions
 - Measure lead indicators & lag indicators
 - Continuous Improvement
- How to measure level of proactive behavior
- Group workshop transform from reactive to proactive management

Course Fee: 4,900 Baht
Early Bird 4,400 Baht - to be paid 2 weeks prior to training

(Baht)	Course Fee	VAT 7%	Total (No Withholding Tax)	Withholding Tax (3%)	Total with Withholding Tax
Normal Rate	4,900	343	5,243	147	5,096
Early Bird Rate	4,400	308	4,708	132	4,576

Payment: Transfer thru bank or pay cheque

1. By Cash – Please pay to the account name “บริษัท โนวเลดเจอร์ จำกัด”

Bank	Branch	Account Type	Account No.
	สุขาภิบาล 1 (บางบอน)	ออมทรัพย์	716-2-50476-7
	เซ็นทรัล พระราม 2	ออมทรัพย์	436-1-49772-2

2. By Cheque – Please pay A/C Payee Cheque to “Knowledgeger Co., Ltd.” (“บริษัท โนวเลดเจอร์ จำกัด”)

To complete the registration process, please scan and email the pay-in slip and withholding tax slip (if any) to info@knowledgegertraining.com. Knowledgeger will acknowledge the registration to the registrant and the HR/coordinator emails provided.

หน่วยงานราชการและนิติบุคคล สามารถหักภาษี ณ ที่จ่ายได้ตามหลักเกณฑ์
ที่อยู่ในการออกเอกสารใบหักภาษี ณ ที่จ่าย
บริษัท โนวเลดเจอร์ จำกัด สำนักงานใหญ่ เลขประจำตัวผู้เสียภาษี 0105555106113
728 ซ. บางบอน 4 ซอย 7 แขวงบางบอน เขตบางบอน กทม. 10150

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