

OVERVIEW:

National Productivity Organization, Ministry of Industries & Production, a liaison office of Asian Productivity Organization (APO) Tokyo, Japan announces one-day **Training Program** on **"Productivity through Professional Attitude & Behavior"** at Islamabad.

Professional behavior is a key to career success, but it is not always taught. Most people learn how to be professional, meaning they develop their own image and perception of competence, by watching others, but without good role models, it is easy to make mistakes that could be detrimental to your career and overall professional image. When you understand the fundamentals of professional behavior and act accordingly, you are less likely to make those costly errors, and your career will continue on an upward trajectory.

POTENTIAL PARTICIPANTS:

- Senior Management
- Middle Management
- Team Leaders
- Supervisors

LEARNING OBJECTIVES:

- **The objective of training** is to achieve a change in the **behavior** of those trained.
- Designed to provide knowledge, **attitude** or job skills that will help employers to perform their present role.

COURSE CONTENTS:

- Difference between Attitude & Behavior
- Attitude structure
- Types of Attitude
- ABC model of attitude
- Functions of Attitude
- Formation of attitude
- Methods to bring attitude change
- Barriers to attitude change
- Ways to overcome the barriers
- Impacts of Attitude and Behavior
- What is professional Attitude
- Professional Attitude and success
- 10 Ways To Be a Professional

LEARNING METHODS:

- Power Point Presentations
- Role-Play
- Brainstorming
- Open Discussion
- Case Study

REGISTRATION DEADLINE: August 18, 2019

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Investment: PKR 4,000/-

RESOURCE PERSON:

AMIR KHISRO

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Attitude and Behaviour



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