



MARKETING
INSTITUTE OF
SINGAPORE

PERSONAL EFFECTIVENESS

Date:

13 Feb 2012
4 Jun 2012

Course Fees:

S\$420.00

MIS MEMBER:
20% OFF

For Course Enquiries

Web:
www.mis.org.sg/seminars

Email:
seminars@mis.org.sg

Tel:
6327 7586 / 583/ 582

Fax:
6327 9741

51 Anson Road #03-53
Anson Centre (S)079904

Humour @ Work

Why You Should Attend This Course:

Humour @ Work is designed to help participants discover the fun of working and how to inject enthusiasm into daily interactions. Participants will discover that each individual has the ability to achieve satisfaction in daily routine by harnessing their sense of humour and promoting a philosophy of fun at work. A positive attitude will be emphasised and participants will learn ways to inject fun in all areas of work including written and face-to-face communication.

Learning Outcome:

- Understand humour and the importance of injecting fun into the workplace.
- Identify ways to improve interactions with key internal and external customers.
- Apply tools and techniques to enhance the fun element in accomplishing daily tasks.

Course Outline:

- Defining humour
- The purpose of having fun at work
- Video presentation and group discussion
- Ways to create a Fun Working Environment
- 5 types of humour we can use to enhance our environment
- Injecting fun into personal interactions including written and spoken communications
- Methods of transforming the physical work environment to create more fun
- Injecting fun in organisational activities
- Types of humour to avoid
- Setting a Personal Action Plan

Who Can Benefit?

- Managers, executives and staff who appreciate the importance of humour in daily routine.
- Those who wish to delight customers/publics through injecting fun into routine activities.

Trainer's Profile:

James Suresh is a multi-talented trainer and author. He has over 15 years of experience in training and counselling. The co-creator of Singapore's comic icon 'Mr. Kiasu', James has co-written a series of comic books as well as authored books on his military experience. He develops creative concepts and writes scripts for various media. James has been featured on news radio in the 'Positive Business Minutes' series. He was engaged by MediaCorp (local TV station) to train the finalists of the Singapore Idol TV show in dealing with stress and performance anxiety.

James specialises in Creative Thinking, Interpersonal Skills and Motivation. He is an accredited PR practitioner and council member of the Institute of Public Relations Singapore. James is a member of PACE, the Programme Advisory Committee on English Programmes (Radio and TV). He is also a member of the Editorial Board – Army News and a certified EQ Trainer with Six Seconds Inc (USA).

REGISTRATION FORM



EXECUTIVE DEVELOPMENT PROGRAMMES

Register online at www.mis.org.sg/seminars or fax form to 6327 9741

Register for 3 or more participants and enjoy 5% discount!

Humour @ Work

13 Feb 2012

S\$420 (subject to 7% GST)

4 Jun 2012

Includes lunch & refreshments

(9.00am to 5.00pm)

Participant(s) Name	Designation	E-mail	Contact No.
1)			
2)			
3)			
Company:			
<input type="checkbox"/> Member (MIS Membership No):		<input type="checkbox"/> Non-Member	
Billing Address:			
Contact Person:		Designation:	
Tel:		E-mail:	
How did you know about this course? (You may tick more than one)			
<input type="checkbox"/> e-Newsletter (pls specify sender): _____ <input type="checkbox"/> Print ad (pls specify publication): _____ <input type="checkbox"/> Received brochure through direct mail <input type="checkbox"/> Received brochure at event (pls specify): _____ <input type="checkbox"/> Search engines (pls specify): _____ <input type="checkbox"/> MIS website <input type="checkbox"/> i-Marketer portal <input type="checkbox"/> Word-of-Mouth/Recommendation (pls specify): _____ <input type="checkbox"/> Others (pls specify): _____			

Administrative Details

Registration

Register Online @ www.mis.org.sg/seminars

The fastest and most effective way to register for our courses is via our online registration form.

Register via Email or Fax

A place will be reserved for you upon receipt of your registration. Registrations should be sent at least two weeks before course commencement. A confirmation email will be sent to you two weeks before the course.

Payment

Payments are to be made in Singapore Dollars (SGD) and subjected to prevailing GST. Please make your payment either by cheque or GIRO upon receiving our invoice. All cheques should be crossed and made payable to "Marketing Institute of Singapore" with the invoice no. indicated on the back of the cheque. Any bank charges incurred as a result of bank/telegraphic transfers will have to be borne by the company. Fees are inclusive of course materials, certificate of participation, lunch & tea breaks.

MIS Member Discount

Corporate and Individual Members of MIS are entitled to **20%** discount on all Executive Development Programmes. For membership enquiries, email: membership@mis.org.sg.

Group Discount

Companies are entitled to **5%** discount for sending 3 or more participants to the same course on the same date.

Course Venue

All courses will be held at the Marketing Institute of Singapore, 51 Anson Road #03-53 Anson Centre Singapore 079904 unless otherwise stated.

Withdrawals / No-Show

For any withdrawals or cancellation, participants will be subjected to the following charges:

Notice Period	Withdrawal / Cancellation Charge
More than 14 days	No charge
Less than 14 days	25% of course fee
Less than 3 working days or No-Show	100% of course fee

Replacements from the same company are allowed.

Cancellation

Marketing Institute of Singapore reserves the right to change or cancel the course due to unforeseen circumstances.

Customised In-House Training

Courses can be custom-designed to suit your department/organisation's unique training requirements. Please contact us for enquiries. Email: seminars@mis.org.sg or call 6327 7586 / 583 / 582.

**FOR COURSE
ENQUIRIES**

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Singapore 079904