

# MANAGER – ARE YOU READY?!

**TRAINER: MR. KUEK POH GUAN**



## VENUE: ISP HEADQUARTERS

SUITE 3A01, LEVEL 3A, PJ TOWER, AMCORP TRADE CENTRE  
18 PERSIARAN BARAT, 46050 PETALING JAYA, SELANGOR

**12 – 13 FEBRUARY 2026**

### INTRODUCTION

This Manager – Are You Ready! training program has been carefully designed to prepare participants for these multifaceted responsibilities. It goes beyond traditional management skills, focusing on the core leadership competencies that drive organizational excellence. Participants will learn how to effectively engage and manage Generation Z, whose unique perspectives and digital-first mindset are reshaping the modern workforce. They will also gain practical knowledge of legal framework of Malaysian Employment Laws, ensuring that they can lead with fairness, compliance, and integrity.

Equally important, the program emphasizes the power of effective communication and influence — equipping managers to articulate vision, build trust, and inspire action across all levels of the organization. To thrive in a rapidly changing environment, participants will also sharpen their learning agility and skills, enabling them to adapt quickly, absorb new knowledge, and apply it effectively.

Finally, the program nurtures the ability to mentor and coach team members, empowering managers to unlock potential, guide career growth, and cultivate high-performing teams. By combining these elements, the training ensures that participants are not only prepared to manage but to lead with confidence, empathy, and strategic foresight.

### LEARNING OBJECTIVES

- ✓ Develop Core Leadership Competencies Equip young managers with foundational leadership skills, including understanding of the labour laws of the country.
- ✓ Enhance Communication & Influence Strengthen verbal, written, and interpersonal communication to lead with clarity and build trust across teams.
- ✓ Mastering effective handling of Generation Z Learn to handle generation Z in effective manner, drive productivity and to create a dynamic team
- ✓ Understand People Management & Conflict Resolution Gain tools to manage diverse personalities, resolve workplace conflicts, and foster a positive team culture.
- ✓ Apply Strategic Thinking in Daily Operations Introduce basic strategic planning and problem-solving frameworks to align team efforts with organizational goals.

### LEARNING OUTCOMES

By the end of the course, participants will be able to:

- ✓ Demonstrate confident leadership in managing small to mid-sized teams.
- ✓ Ability to lead, form and shape a positive team dynamic
- ✓ Exhibits effective leadership over communicate, feedback, with higher level of efficiency.
- ✓ Organize tasks and time efficiently to meet deadlines and performance targets.
- ✓ Navigate team dynamics and resolve interpersonal challenges with professionalism.
- ✓ Contribute to strategic discussions and make informed decisions that support business objectives.

### TRAINING SCHEDULE: DAY 1

Time	Module
9.00 a.m – 10.00 a.m	Introduction & Ice – Breakers <ul style="list-style-type: none"><li>• Welcome &amp; Objectives of the training</li><li>• Ice – breaker activities to encourage team bonding</li></ul>
9.30 a.m – 10.30 a.m	Fundamentals of supervisory & leadership and Employment Law 1 <ul style="list-style-type: none"><li>• Laws on employment &amp; labour</li><li>• ILO 11 key indicators of forced labour and impacts</li><li>• Activity – Labour market trends</li></ul>
10.30 a.m – 10.45 a.m	Morning Break
10.45 a.m – 12.00 p.m.	Fundamentals of supervisory & leadership and Employment Law 2 <ul style="list-style-type: none"><li>• Management processes &amp; organization effectiveness</li><li>• Effective leadership</li><li>• Activity – My leadership style</li></ul>
12.00 a.m – 1.00 p.m.	Lunch Break
1.00 p.m. – 2.30 p.m.	Effective handling of generation Z work-force <ul style="list-style-type: none"><li>• Who is Generation Z, how to effectively engage them</li><li>• B.U.N.G.A &amp; Generation Z</li><li>• What and how mind-set swift needed</li><li>• Group facilitation activities</li></ul>
2.30 p.m – 2.45 p.m	Afternoon Break
2.45 p.m – 4.30 p.m	Present – My executive present <ul style="list-style-type: none"><li>• What is &amp; why is my present important</li><li>• Integrity and intent</li><li>• Group discussion on executive present</li><li>• Role play</li></ul>
4.30 p.m – 5.00 p.m	<ul style="list-style-type: none"><li>• Open floor for questions and discussions</li><li>• Wrap- up &amp; summary of the day's learnings</li></ul>

### TRAINING SCHEDULE: DAY 2

Time	Module
9.00 a.m – 9.30 a.m	Introduction & Ice-Breakers <ul style="list-style-type: none"><li>• Build trust – an essential block of new leader 1<ul style="list-style-type: none"><li>○ Trust, Psychological safety zone</li><li>○ How to build confidence via clarity</li><li>○ Activity – group reflection on Trust</li></ul></li></ul>
9.30 a.m – 10.30 a.m	Build trust – an essential block of new leader 2 <ul style="list-style-type: none"><li>• How I analyse my team?</li><li>• Learning paradox</li><li>• How to communicate like a Pro!</li></ul>
10.30 a.m – 10.45 a.m	Morning Break
10.45 a.m – 12.00 p.m	Build trust – an essential block of new leader 3 <ul style="list-style-type: none"><li>• My way or highway vs Mentoring &amp; Coaching</li><li>• Mentoring &amp; Coaching to build capacity</li></ul>
12.00 p.m – 1.00 p.m	Lunch Break
1.00 p.m – 2.30 p.m	Group discussion – My way or Highway management style <ul style="list-style-type: none"><li>• Commander intent</li><li>• Can it be agile/ flexible?</li><li>• How to influence upward?</li></ul>
2.30 p.m – 2.45 p.m	Afternoon Break
2.45 p.m – 4.30 p.m	So, what would my leadership style be? <ul style="list-style-type: none"><li>• Group discussion and presentation</li></ul>
4.30 p.m – 5.00 p.m	Q&A and final wrap-up <ul style="list-style-type: none"><li>• What is my take away?</li></ul>



### Mr. Kuek Poh Guan — Trainer Profile

PG Kuek is a highly experienced corporate trainer and Human Resources professional with a strong track record in strategic HR, leadership development, and organisational transformation. He has designed and delivered impactful training programmes for multinational corporations, government-linked companies, and regional SMEs, with a clear focus on practical application and measurable business results. A Certified Master Trainer (IABFM), Certified Executive Coach (IAC-MP), and HRD Corp-accredited facilitator, PG Kuek applies adult learning principles, behavioural economics, and the Human Sigma framework to drive sustainable performance improvement. With extensive hands-on experience in cross-border HR practices, Lean Management, reward strategy, and large-scale change management, he played a key role in a McKinsey & Company-led global transformation initiative from 2016 to 2021. He holds a degree from the University of Tasmania, Australia, and is also an appointed trainer with the Malaysian Institute of Human Resource Management (MIHRM).

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# REGISTRATION FORM

Please register the following personnel to attend the training as above. Please photocopy for multiple bookings.

Name: \_\_\_\_\_  
I/C.: \_\_\_\_\_  
Email: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_  
Member: **RM2,200.00** (Membership No.: \_\_\_\_\_)  
Non-Member: **RM2,400.00**

Name: \_\_\_\_\_  
I/C.: \_\_\_\_\_  
Email: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_  
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Email: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_  
Member: **RM2,200.00** (Membership No.: \_\_\_\_\_)  
Non-Member: **RM2,400.00**

**\*\*\*All fees are inclusive of 8% Sales and Service Tax (SST) for Malaysians only.**

Company Name: \_\_\_\_\_  
Person in Charge: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Company's Stamp/Signature:

## PAYMENT METHOD

- HRDC Grant
- Cash (Walkin only)
- Online Transfer
- ATM Transfer
- Cheque/ Bank Draft)  
(Cheque/ Bank Draft No.: \_\_\_\_\_)

Credit Card     Visa     Mastercard  
Card No.: \_\_\_\_\_  
Cardholder's Name: \_\_\_\_\_  
Bank's Name: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_/\_\_\_\_\_(mm/yy)  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Amount: RM \_\_\_\_\_

Payment can be made to **ISP Management (M) Sdn Bhd** bank account  
**AMBANK ISLAMIC BERHAD/AMBANK BERHAD 888-101-596-8511**

**\*\* Please return the registration form and provide proof of payment to emails below**

## TERMS AND CONDITIONS

- Request for cancellation must be made in writing.
- 100% refund will be made for written cancellation received 6 days before the day of the Training. Refund will be issued after the Training.
- No refund will be given for cancellation received after the Training. However, replacement is acceptable; please forward the replacement name to emails below.
- The registration form serves as the official invoice.
- All membership subscription should be paid before the day of the Training to entitle for members' rate, or else, non-members' rate will be applied.
- The Organizer shall not be held responsible for whatever cost (hotel reservation/ flight ticket) incurred by participants.
- The Organizer reserves the right to make changes to courses without prior notice whether in terms of date, time, venue or any other aspects.

Registration must be done by faxing/emailing the registration form to the following:

For ENQUIRIES/ REGISTRATION:    **Ms.Nadhira**  
[nadhira@isp.org.my](mailto:nadhira@isp.org.my)  
**03-7955 5561**                                **En. Rizal**  
[rizalhisham@isp.org.my](mailto:rizalhisham@isp.org.my)

For office use only:  
Date : \_\_\_/\_\_\_/\_\_\_  
Inv. No.: \_\_\_\_\_  
OR No.: \_\_\_\_\_

**DEADLINE**  
**10<sup>th</sup> FEB 2026**