



#Skills for Life

#WorkReady

HOW TO KEEP A JOB

What Is This About?

#WorkReady is the second part of our #SkillsForLife camp, a series of specially-designed workshops for youth to develop adulting skills.

Our unique learning environment will take you through self-discovery, interactive sessions, hands-on training and simulations to make you work-ready.

Through #WorkReady, you will learn the intricacies of the workplace, know your worth, and keep your position secure within an organisation.

Who Is It For?

You! If you are aged from 15 to 21 years old, have just completed your PT3, IGCSE, SPM, or any other high school or pre-university programme, this camp is for you!

How Long Is It?

This is a four (4) day workshop series as follows. Sign up for any one, two, three or all four days now.

<p>#OnTime</p> <p>Get organised so that you can manage time and multitask like a Pro</p>	<p>#Solved</p> <p>Problem solve by using the Simplicity method</p>
<p>#Teamwork</p> <p>Be the best member any team can get</p>	<p>#Communicate</p> <p>Communicate effectively through professional writing and presentations</p>

What Will I Learn?

- Managing your time and multitasking
- Collaborating with a diverse team
- Interpersonal Communication
- Writing from a businessperson and professional's perspective
- Effective presentation skills

Who Are My Facilitators?

You will be trained and mentored by Malaysiakini's finest trainers, award-winning journalists and editors, as well as, diversely experienced management coaches.



Danny Yong
CEO, Kiniacademy
Certified Coach ICF and
Certified Innovator

Danny has 20 years of regional corporate experience and is a Professional Certified Coach ICF and Certified Innovator. Danny also holds an MBA from Helsinki School.



Ajinder Kaur
Ex-Journalist, Language and
Communications Trainer

One of the first 3 reporters of Malaysiakini when it first started in 1999, Ajinder has more than 16 years of coaching experience in writing and communications. She also holds a Masters in Corporate Communications.

What's The Plan?

Day 1: #OnTime: Task and Time Management

- Planning, testing, tracking, and reporting various projects within a time limit
- Dealing with deadlines
- The secrets of multitasking
- Creating a work schedule and an effective time table

Day 2: #Solved: Problem Solving Using Simplicity

- Identifying problems and brainstorming
- Understanding interests of collaborators
- Evaluating options for others
- Failure Mode and Effects Analysis (FMEA)

Day 3: #Teamwork: Working in Teams and Collaborating

- Establishing team goals
- Leveraging team members' strengths
- Fostering cohesion between team members
- Understanding role clarity and task ambiguity
- Recognising, rewarding and celebrating collaborative behavior

Day 4: #Communicate: Business Communication and Presentation

- Using appropriate visual aids
- Forming a backup plan for presentations
- Building connection with the audience.
- Using appropriate body gestures

What Is kiniacademy?

kiniacademy, the training arm of Malaysiakini, offers courses in media studies and more. Our aim is to develop the next generation of independent thinkers, journalists and media professionals, both, in Malaysia and the region; by providing highly practical courses developed by professionals and delivered by professionals. kiniacademy helps trainees get work-ready and future-ready.

Venue:

kiniacademy @Kini, PJ 51 Business Park,
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