



ORGANIZATIONAL ADAPTABILITY – 7 KEYS TO EFFECTIVE INDIVIDUALS TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

Course Title: Organizational Adaptability – 7 Keys to Effective Individuals Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with practical tools to enhance adaptability, personal effectiveness and resilience in a rapidly changing work environment. It introduces the seven core behavioural keys that help individuals respond better to challenges, remain productive under pressure and contribute positively to organisational performance. Through activities, self-reflection and workplace-focused exercises, participants develop the mindset and capabilities needed to adjust to change, communicate effectively and work efficiently with others.

OBJECTIVE(S):

- Strengthen individual adaptability and resilience.
- Understand the 7 keys to personal and workplace effectiveness.
- Improve emotional control, behaviour and attitudes during change.
- Enhance communication and collaboration with teams.
- Build proactive problem-solving and decision-making habits.
- Develop personal responsibility and accountability.
- Improve productivity through better self-management.
- Support organisational adaptability and continuous improvement.

TARGET GROUP(S):

- All employees
- Supervisors and team leaders
- Managers and executives
- Project teams
- Administrative and operational staff
- Anyone seeking to improve personal effectiveness and adaptability

ENTRY REQUIREMENT(S):

- Able to read, write and communicate verbally in Malay/English

TOPIC(S):

1. Introduction to Organizational Adaptability
2. Key 1: Positive Mindset and Attitude
3. Key 2: Effective Communication and Listening
4. Key 3: Emotional Intelligence and Self-Control
5. Key 4: Flexibility and Openness to Change
6. Key 5: Accountability and Personal Responsibility
7. Key 6: Creative Problem Solving and Initiative
8. Key 7: Collaboration, Teamwork and Continuous Improvement

LIST OF REFERENCE BOOK(S):

- Personal development and adaptability guides
- Emotional intelligence references
- Organisational behaviour and effectiveness materials

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories
- Flip chart with accessories
- Self-assessment and adaptability tools

METHODOLOGY(S):

- Lecture
- Group discussions
- Practical exercises
- Case studies
- Self-reflection activities

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: Organizational Adaptability Concepts
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 2: Positive Mindset and Attitude
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 3: Communication and Listening Effectiveness
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 4: Emotional Intelligence and Self-Control

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 5: Flexibility and Openness to Change
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 6: Accountability and Personal Responsibility
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 7: Creative Problem Solving and Initiative
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 8: Collaboration, Teamwork and Continuous Improvement