



Year-End Review & Goal-Setting

Achieve 2025 A Year-End Review & Goal-Setting

"Reflect, Refine, and Recharge: Your 2025 Goal Review"

HRD Corp Claimable Courses

Duration

1 day

Time

9.00am to 5.00pm

INTRODUCTION:

"Setting goals is the first step in turning the invisible into the visible." – Tony Robbins

– Angel Gurria, OECD Secretary General –

This workshop aims to help professionals reflect on their achievements and challenges from the past year, gain clarity on areas for improvement, and set actionable goals for 2025. Participants will learn practical strategies to align personal and professional objectives, develop a clear action plan, and build the necessary mindset to stay motivated and overcome obstacles throughout the new year.

The goal is to ensure participants leave the workshop feeling **refreshed, focused, and empowered** to achieve their goals in 2025.

HOW WILL YOU BENEFIT:

Upon completion of this programme, the participants will be able to:

- ✓ Have a clear understanding of their achievements and areas for improvement from 2024
- ✓ Be equipped with SMART goal-setting techniques
- ✓ Have created a personal action plan with milestones for 2025
- ✓ Develop tools to stay motivated and track progress throughout the year

WHO SHOULD ATTEND?

Supervisors, Heads of Department, Executives, Managers, Administration Staffs, Policy makers, and everyone.

METHODOLOGY:

This course utilizes an interactive lecture approach with an emphasis on discussions which include participants sharing details of their workplace experiences. This stimulating program will maximize the understanding and learning through Lecture, Interactive Discussions, Case studies on all relevant areas Quiz and Role play to ensure participants grasp clearly issues presented.

Pre-test will be given before the class started whereas post-test will be given upon completion of course.

- Real-Time Presentation
- Interactive Lectures
- Sharing/Discussion
- Real-Live Examples
- Quiz

PROGRAM OUTLINE:

9:00 AM – 9:30 AM | Welcome and Introduction

- Overview of the workshop objectives and agenda
- Icebreaker: “Highlight of My Year” – Sharing a key success or proud moment from 2024

9:30 AM – 10:30 AM | Session 1: Year-End Reflection

- Review of personal and professional achievements for 2024
- **Activity:** Self-reflection worksheet covering:
 - What worked well?
 - What could have been improved?
 - Key lessons learned
- Group discussion: Identifying common challenges and successes

10:30 AM – 10:45 AM | Break

10:45 AM – 12:00 PM | Session 2: Personal SWOT Analysis

- Conducting a SWOT analysis to identify strengths, weaknesses, opportunities, and threats
- **Activity:** Small group sharing and feedback on SWOT results
- Discussion: How to leverage strengths and opportunities while addressing weaknesses-

12:00 PM – 1:00 PM | Lunch Break

1:00 PM – 2:30 PM | Session 3: Goal-Setting for 2025

- Introduction to **SMART goals** (Specific, Measurable, Achievable, Relevant, Time-bound)
- **Activity:** Break down big goals into manageable steps
- **Interactive Exercise:** Create personal and professional goals for 2025
- Peer review: Share and refine goals with partners

2:30 PM – 2:45 PM | Break

2:45 PM – 4:00 PM | Session 4: Building an Action Plan

- Creating a roadmap with milestones and timelines for each goal
- **Tool:** Goal tracker template to monitor progress throughout the year
- Discussion: Managing setbacks and maintaining motivation
- Sharing on Ai tools for goals preparation
- **Case Study:** Successful goal achievers and lessons learned

4:00 PM – 5:00 PM | Wrap-Up and Takeaways

- Reflection: Key insights from the workshop
- **Activity:** Write a letter to your future self to open at the end of 2025
- Closing remarks and Q&A

TRAINER PROFILE

Song Xiu Hui (Camen)

- Bachelor Degree of Hotel Management
- Member of MIHRM
- HRD Corporation Certified Trainer
- IHA Certified Hypnotherapist
- Facilitator
- Human Resources Specialist

Song Xiu Hui also known as Camen is a trainer who very passionate in Personal Development, Leadership and Human Resources Management. She conducted several workshops to the SMEs Human Resources Personnel especially in Employment Act.

Through her experience as Human Resources & Training Manager in SME and multinational companies, she had assisted them in leading their team in achieving Corporate Social Responsibility Score and hit the companies' goals. Not only that, she has also assisted companies' Human Resources Team and SMEs owners to set up the Human Resources Department and consult them in view to avoid from any penalty from Ministry of Human Resources and Industrial Relation cases.

Her passion for the development and transformation of the human potential has led her to involve herself in the area of personal growth and transformation. Her personal learning experience with Experiential Learning has led her to further involve herself in this particular field of learning, which has brought her to more than 9 years of experience in coaching & facilitating team building, leadership & personal development. She facilitates indoor and outdoor training modules designed and customised to an organisation's specific needs. She is also experienced in creating, organising and leading of Treasure Hunts and Races amongst other outdoor company events and trainings.

She is a Licensed and an exempted member of the HRD Corp (Human Resource Development Corporation) certification. Her passion in learning and development has led her to continue upgrading her facilitation, training, coaching and design capabilities with new tools such as Design Thinking, Motivation via Numerology to further enhance and enrich the programs and trainings she creates for her clients and their organisation.

Among the Client she served will be: Faire Development, Breakthrough Academy, NCS Foods, AEM International Sdn Bhd, AGR Sdn Bhd and etc.

Participation Registration & Fee

Participation Fee: **RM 1,288.00** per person
HRD Corp Claimable Courses

(Fees inclusive of certificate of attendance, welcome morning coffee, 2-tea break and 1-luncheon.)

*In-House Training can be organised upon request.

We have limited seats! Register Now!

To register, email to marketing department at mytrain2@mytrainingmalaysia.com
Registration via online can be done thru our website at www.eliteedge.com.my

ORGANISED BY

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