

BATCH 1

START

**29 JUNE
2026**

END

**3 JULY
2026**

TO BE CONVENED IN
**SHANGRI - LA GOLDEN
SANDS, PENANG**

REGISTRATION FEE
RM 4,500 PER PAX
INCLUSIVE OF SST%



<https://gqr.sh/nLVN>

REGISTER NOW

APS26
ADMINISTRATIVE PROFESSIONAL SEMINAR 2026

SCOPE
SARAWAK CENTRE OF PERFORMANCE EXCELLENCE



Administrative Professionals Seminar 2026

The Administrative Professionals Seminar (APS) 2026, themed **"Empowering Administrative Professionals Through Mental Resilience"**, is an annual programme dedicated to recognising the contributions of administrative professionals while providing a holistic learning experience. Designed as more than just a training session, the seminar combines practical development with appreciation elements, including a Gala Dinner and an educational visit to enrich participants' overall experience.

This year's theme responds to increasing workplace demands such as heavier workloads, higher expectations, and constant coordination pressures, which have made mental and emotional resilience essential in today's administrative roles as responsibilities continue to evolve beyond routine support functions.

By focusing on mental resilience, emotional intelligence, and stress management, the programme aims to:

- strengthen participants' internal capabilities to sustain performance, enhance well-being,
- contribute positively to workplace effectiveness.

Through structured and engaging sessions, participants will gain:

- practical skills to manage stress, build confidence, and improve their overall professional impact,
- ensuring they are better equipped to thrive in increasingly complex and high-pressure environments.

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SARAWAK CENTRE OF PERFORMANCE EXCELLENCE SDN. BHD.

Reg No. 201501017210 (1142544-K)

INTRODUCTION

In today's dynamic and high-demand work environment, administrative professionals play a critical role in ensuring organisational efficiency and continuity. As responsibilities expand and expectations increase, the ability to remain resilient, composed and emotionally aware has been essential. This programme is designed to strengthen these capabilities, supporting administrative professionals in navigating workplace pressures with confidence and professionalism.

LEARNING OUTCOMES

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

- Strengthen the mental resilience and emotional well-being of administrative professionals
- Equip participants with practical stress management and emotional intelligence skills
- Enhance confidence, effectiveness and workplace contribution
- Provide a structured, engaging and impactful learning experience

LEARNING METHODOLOGY



Interactive discussions
& reflection



Scenario - based
activities and role plays



Practical tools &
techniques for
immediate application



Guided personal action
planning

MEET THE EXPERT



Hisamuddin Bin Abdul Jalil, PJK

Professional / Industry Experience: Hisamuddin Bin Abdul Jalil, PJK is a highly experienced Fitness, Wellness and Human Performance Specialist with more than 25 years of professional experience spanning corporate wellness, sports performance, ergonomics, occupational safety and leadership facilitation. He holds a Master in Applied Sports Fitness from Asia Pacific Open University (APOUM) and has extensive experience designing and implementing workplace wellness, ergonomic risk management and performance optimisation programmes across corporate, GLC and public sector environments. His professional journey includes leadership roles in hospitality and corporate sectors, including Petronas and vendor-based wellness consultancy projects. His work integrates physical performance, mental resilience, ergonomic safety and leadership capability to enhance productivity and workforce sustainability.

Experience as a Trainer: As an engaging and energetic facilitator, Hisamuddin delivers impactful programmes across the areas of Workplace Wellness & Ergonomic Risk Management, Mental Health & Counselling Transformation, Time & Stress Management, Leadership Transformation in Workplace, Team Building & Corporate Motivation, OSHA & Occupational Safety Awareness, Problem Solving & Productivity (S.P.E.E.D Framework).

ADMINISTRATIVE PROFESSIONALS SEMINAR
PROGRAMME AGENDA

DAY 1
29 June 2026, Monday

Time	Activity
Whole Day	Arrival of Participants from Sarawak Depart to Hotel Check - in Free & Easy

DAY 2
30 June 2026, Tuesday

Training Day 1: Understanding Mental Well - Being & Emotional Intelligence

Time	Activity
8.30 - 9.00 am	Registration
9.00 - 9.30 am	Ice Breaking & Energiser
9.30 - 10.45 am	<p>Module 1: Foundation of Mental Well-Being & Emotional Intelligence</p> <ul style="list-style-type: none"> • Introduction to mental health and workplace psychology • Common stressors in administrative roles (workload, deadlines, stakeholder demands) • Recognising early signs of burnout & fatigue • Understanding the impact of stress on performance, decision-making and workplace relationships
10.45 - 11.00 am	Morning Tea Break
11.00 am - 12.30 pm	<p>Module 2: Emotional Intelligence as a Professional Competency</p> <ul style="list-style-type: none"> • Key components of emotional intelligence (EI): self- awareness, self - regulation, empathy, social skills • Identifying personal emotional triggers and responses • Effective communication strategies under pressure

DAY 2

30 June 2026, Tuesday

Training Day 1: Understanding Mental Well - Being & Emotional Intelligence

Time	Activity
12.30 - 2.00 pm	Lunch Break
2.00 - 3.30 pm	Module 3: Applying Emotional Intelligence in Workplace Scenarios <ul style="list-style-type: none"> • Role-play of common workplace challenges • Techniques to regulate emotions in stressful situations • Practising empathy and active listening in simulated interactions
3.30 - 3.45 pm	Afternoon Tea Break
3.45 - 4.45 pm	Module 4: Practical Stress Management Techniques <ul style="list-style-type: none"> • Quick stress-relief techniques for daily work • Setting boundaries and prioritising tasks • Reflection exercises to identify personal coping strategies
3.45 - 5.00 pm	Wrap Up End of Training Day 1

DAY 3

1 July 2026, Wednesday

Training Day 2: Building Resilience and Applying Well - Being Strategies

Time	Activity
8.30 - 9.00 am	Registration
9.00 - 9.15 am	Recap of Training Day 1
9.15 - 10.45 am	Module 5: Understanding Stress Responses and Building Resilience <ul style="list-style-type: none"> • Physiology and psychological responses to stress • Personal stress patterns and coping style assessment • Core resilience-building techniques (adaptability, positive mindset, problem-solving)

ADMINISTRATIVE PROFESSIONALS SEMINAR
PROGRAMME AGENDA

DAY 3

1 July 2026, Wednesday

Training Day 2: Building Resilience and Applying Well - Being Strategies

Time	Activity
10.45 - 11.00 am	Morning Tea Break
11.00 - 12.30 pm	<p>Module 6: Managing Workplace Challenges Effectively</p> <ul style="list-style-type: none"> • Scenario-based exercises for realistic workplace challenges • Reframing setbacks and maintaining composure under pressure • Enhancing adaptability and solution-focused thinking
12.30 - 2.00 pm	Lunch Break
2.00 - 3.30 pm	<p>Module 7: Integrating Sustainable Well - Being Practices</p> <ul style="list-style-type: none"> • Mindfulness, relaxation and self-care • Developing a personal resilience action plan • Goal setting for workplace application
3.30 - 3.45 pm	Afternoon Tea Break
3.45 - 4.15 pm	<p>Activity: Action Planning & Goal Setting</p> <ul style="list-style-type: none"> • Finalisation of individual resilience plans • Commitment setting and peer sharing
4.15 - 4.30 pm	Summary, Reflections, Q&A End of Training

ADMINISTRATIVE PROFESSIONALS SEMINAR PROGRAMME AGENDA

GALA DINNER THEME **TOUCH OF BATIK**

Touch of Batik is an evening that celebrates Malaysia's rich cultural heritage in a simple and comfortable way. Administrative professionals are invited to incorporate batik-inspired elements into their attire, whether a full outfit or just a subtle accessory, creating a relaxed yet elegant atmosphere suitable for everyone.

The evening is designed to give participants a chance to relax and unwind after two days of training, connect with colleagues and enjoy a moment of togetherness.

DAY 3
1 July 2026, Wednesday
GALA DINNER

Time	Activity
7.45 pm	Venue: TBC Arrival of Participants Theme: Touch of Batik
8.00 pm	<ul style="list-style-type: none">Arrival of VIPsWelcoming Remarks by TBC
8.15 pm	Dinner Commences
9.00 pm	<ul style="list-style-type: none">Presentation of the Best Dressed Awards (Female & Male)Entertainment: Karaoke/ Poco - Poco Dance
11.00 pm	End of Day 3

ADMINISTRATIVE PROFESSIONALS SEMINAR PROGRAMME AGENDA

DAY 4

2 July 2026, Wednesday

Half-day Outdoor Refresh & Recharge Experience
Move. Connect. Recharge

Time	Activity
7.30 - 8.00 am	Energiser Kick-Off-Low Impact Zumba + Mobility <ul style="list-style-type: none"> • Beginner-friendly Zumba (Low impact) • Joint mobility & stretch flow • Light cardio activation
8.00 - 10.00 am	Team Energiser Challenge <ul style="list-style-type: none"> • Fun, safe, structured activities such as: <ul style="list-style-type: none"> ▪ Resilience Relay (communication under time pressure) ▪ Puzzle & Coordination Game ▪ Balloon Tower Stress Simulation ▪ Blindfold Communication Drill <p><i>Note: Focus of this activity will be on team bonding, trust building, emotional regulation in action, light competition but safe and inclusive</i></p>
10.00 - 10.30 am	Break
10.30 - 11.30 am	Mindfulness in Motion Session <ul style="list-style-type: none"> • Guided breathing outdoors (Body scan relaxation, "Let Go" exercise, Gratitude reflection circle)
11.30 am - 12.30 pm	Fit-to-Work Wellness Retreat <ul style="list-style-type: none"> • Desk posture correction demo • 5-minute daily stretch • Stress-release physical reset • How to prevent body fatigue at work
12.30 pm	Lunch

DAY 5

3 July 2026, Friday

WRAP-UP/ CHECK-OUT

Time	Activity
12.00 pm	Depart to Sarawak APS 2026 Ends