Founded in Havana, Cuba, on 19 April 1945, the International Air Transport Association is the trade association for the world's airlines, representing some 290 airlines or 82% of total air traffic. They support many areas of aviation activity and help formulate industry policy on critical aviation issues.

# About IATA

Harvard ManageMentor© is the premier on-demand learning and performance support resource for leadership and management skills development. Fuelled by the latest in thinking and proven practices from Harvard Business Publishing's world-class experts, this training program delivers critical leadership and management skills when you need them most.

About

Harvard

ManageMentor<sub>®</sub>

### About Us

Crew Lounge is an IATA Authorised Training Center based in Kuala Lumpur, Malaysia. Led by professionals with more than two decades' worth of experience in the airline industry, we're here to help you bring out the best version of yourself.

#### Our Passion is Simply Unbeatable





crewlounge.com.my crewloungemalaysia

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Cabin Crew **Training Academy** Airline **CREW LOUNGE** Recruitment ♦ Diploma in Leadership & Management SCHOLARSHIPS AVAILABLE

## Professional Programme in Airline Customer Service 4-month course + 2-month internship



The course is designed to guide aspiring minds to deliver outstanding customer service with the winning combination of knowledge, skills, and attitude



#### This course is recommended for:

SPM/High School Graduates looking to pursue a career in the Airline Industry

### Key Topics:

- Improved Customer Service
- Verbal & Non-Verbal Communication
- Customer Contact Techniques
- Cross-cultural Awareness

#### Learning Outcomes:

- Techniques of effective communication and customer contact
- Ability to understand various social styles and cultural differences of airline customers
- Gain knowledge about new trends in customer service

Graduates of this course can apply for the Harvard ManageMentor© (HMM) Leadership and Management Diploma Programme

# Diploma in Leadership & Management

12-month course + 3-month internship



Enhance your critical business nowledge and skills through this highly-acclaimed, world-class leadership and management training program that combines one IATA course with 10 Harvard ManageMentor© modules.



#### This course is recommended for:

- Those who have completed the Airline Customer Service course
- Anyone wishing to pursue a management career in the air transport or travel / tourism industry
- Anyone wishing to upgrade their leadership and management skills

To claim your Leadership & Management Diploma, you must complete both the Airline Customer Service course and the minimum 10 HMM© modules. You may study as many additional HMM© modules as you wish.

vard Manag	eMentor© module :
(1.	Coaching
2.	Customer Focus
3.	Decision Making
4.	Ethics at Work
5.	Goal Setting
6.	Innovation and Creativity
7.	Leading People
8.	Strategic Thinking
9.	Stress Management
10	Time Management
10.	Time Management
11.	Budgeting
11. 12.	
11.	Budgeting
11. 12.	Budgeting Business Plan Development
11. 12. 13.	Budgeting Business Plan Development Career Management
11. 12. 13. 14. 15. 16.	Budgeting Business Plan Development Career Management Change Management
11. 12. 13. 14. 15. 16. 17.	Budgeting Business Plan Development Career Management Change Management Crisis Management Delegating Developing Employees
11. 12. 13. 14. 15. 16. 17. 18.	Budgeting Business Plan Development Career Management Change Management Crisis Management Delegating Developing Employees Difficult Interaction
11. 12. 13. 14. 15. 16. 17.	Budgeting Business Plan Development Career Management Change Management Crisis Management Delegating Developing Employees

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- 21. Presentation Skills
- 22. Team Creation
- 23. Team Management
- 24. Writing Skills



Learning Outcome:

Leadership and Management skills through selected modules.