

# Discover Your Office Persona

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## Discover Your Office Persona

### Overview

Discover Your Office Persona with DOPE Personality is a practical half-day programme designed for employees across all levels to improve teamwork and communication at work.

Using the DOPE Personality framework (Dove, Owl, Peacock, Eagle), participants will gain insight into their own work styles, understand differences in others, and learn how to communicate more effectively across personalities. Through interactive activities and real workplace examples, this session helps reduce misunderstandings, strengthen collaboration, and build more effective teams.

### Learning Outcomes / Objectives

Upon completion of this program, the participants should be able to:

1. Understand their own and others' personality styles
2. Communicate more effectively across differences
3. Improve teamwork and collaboration
4. Reduce misunderstandings in the workplace

### Target Audience

- o All employees across departments and levels

### Course Duration

0.5 day

### Pre-requisites

None

### Learning Methods

5. Interactive lecture & guided discussion
6. Role-play simulations
7. Case studies & best-practice demonstrations
8. Reflection & coaching feedback





## Module 1

### **Building Team Connection**

- Icebreakers to create engagement and trust
- Setting the tone for collaboration
- Encouraging open communication across teams

## Module 2

### **Team Interaction Challenge**

- Short, interactive team activity
- Observing communication and collaboration styles
- Reflection on team strengths and gaps

## Module 3

### **Introduction to DOPE Personality**

- Understanding Dolphin, Owl, Peacock & Eagle
- Key characteristics of each personality type
- How personality impacts work and communication

## Module 4

### **Discovering Your DOPE Style**

- DOPE self-assessment
- Identifying individual strengths and blind spots
- Understanding stress and behaviour under pressure

## Module 5

### **Communicating & Collaborating Across Styles**

- How each DOPE type prefers to communicate
- Managing misunderstandings and friction
- Practical strategies for better teamwork

## Module 6

### **Applying DOPE at Work**

- Applying DOPE insights to daily work interactions
- Improving collaboration and teamwork
- Turning awareness into action





# Course Agenda

9:00 AM – 9:15 AM	Registration & Welcome
9:15 AM – 9:35 AM	<b>Module 1:</b> Ice Breaker & Team Warm-Up
9:35 AM – 10:30 AM	<b>Module 2:</b> Team Interaction Challenge
10:30 AM – 10:45 AM	Morning Refreshment / Tea Break
10:45 AM – 11:30 AM	<b>Module 3:</b> Introduction to DOPE Personality
11:30 AM – 12:15 PM	<b>Module 4:</b> Discovering Your DOPE Style
12:15 PM – 12:50 PM	<b>Module 5:</b> Communicating & Collaborating Across Styles
12:50 PM – 1:00 PM	Debrief, Key Takeaways & Commitment to Action



## Terms and Conditions

### 1. **Cancellation and Rescheduling Policy:**

- **Cancellation by Client:** Cancellations made **14** days or more before the training date will incur no additional charges. Cancellations within **7-13** days of the training date will incur a cancellation fee of 50%. Cancellations within **6** days of the training date will incur a cancellation fee of 100%.
- **Rescheduling:** Rescheduling requests made at least 7 days before the training date will be accommodated based on trainer availability. Rescheduling within 6 days may incur an additional fee.
- **Cancellation by Provider:** In case of unforeseen circumstances requiring cancellation by the provider, the client will be offered alternative dates or a full refund of any fees paid.

### 2. **Participant Requirements:**

- **Minimum/Maximum Participants:** A minimum of 5 participants is required for the training. The maximum number of participants per session is 35 (subject to change based on different topics).
- **Attendance:** Participants are expected to attend the entire training session to receive any certifications or completion acknowledgments.

### 3. **Training Materials and Intellectual Property:**

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- Personal information collected for the training will be used solely for the purpose of training logistics and will comply with data protection regulations.

