



Office Skills Essentials

Essentials of Strategic Thinking



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OVERVIEW

Essentials of Strategic Thinking equips participants with a clear foundational understanding of how to think beyond daily tasks and make more informed, future-focused decisions. Through simple tools, practical exercises and real workplace examples, participants learn to spot trends, analyse issues from a wider perspective and align their contributions with organisational goals. This programme builds confidence and clarity, enabling participants to support better decision-making in any role.

OBJECTIVES

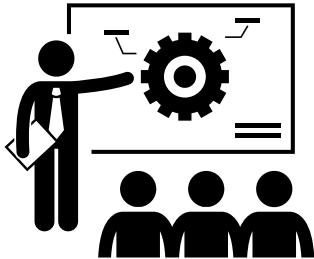
- Identify the key components and benefits of strategic thinking.
- Use simple tools and strategies such as SWOT, PESTLE, and proactive questioning.
- Recognise trends, issues, and opportunities that may impact their work.
- Think beyond daily tasks and consider the bigger picture.
- Develop an action plan to apply strategic thinking in their role.

WHO SHOULD ATTEND?

This programme is suitable for individuals who want to build foundational strategic thinking skills, including:

- Officers, coordinators and team leaders preparing for supervisory roles
- Anyone new to strategic thinking seeking a broader, future-focused perspective

METHODOLOGY



Face-to-face

PROGRAMME DETAILS

DATE	TIME
Day 1	8:00 am - 12:00 pm 1:30 pm - 5:00 pm

***Subject to change
Please refer to www.bilif.com.bn for the latest updates***

PROGRAMME OUTLINE

Module 1	Foundations of Strategic Thinking
Module 2	Creating a Vision and Developing Awareness
Module 3	Practical Tools to Think Strategically
Module 4	Application and Action Planning



PROGRAMME LEADER

HAZWINA ALIKAHAN

Hazwina is a certified Advanced Training Professional (ATP) with an academic background in Communication and Media Studies from Brunel University London, UK. She has extensive experience in communication strategy, social media management and high-impact content development across organisational platforms. Her expertise includes crafting effective communication materials, strengthening brand presence and supporting public engagement through clear and purposeful messaging.

Hazwina brings a strong understanding of how aligning strategic communication with clear objectives and audience awareness leads to impactful decision-making. She is committed to delivering training that is practical, engaging and relevant by drawing on her strong foundation in content creation, branding and public-facing communication. Through her focus on impactful learning and her professional experience, Hazwina aims to help professionals and organisations enhance their capabilities by applying clear communication practices and effective learning approaches that support performance and growth.

To apply for the programme, please email your completed form to askSEED@bilif.com.bn 30 days before your preferred programme dates.

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
FEE	<input type="checkbox"/> \$450.00	<input type="checkbox"/> \$550.00

Please tick your preferred dates: 8 June 2026 8 July 2026 6 August 2026

By completing and signing this form, you hereby agree to the terms and conditions below:

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

APPROVING OFFICER

Name:	<input type="text"/>	Email:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>

Please email the invoice to:

Signature and Company's Stamp

Terms and conditions:

Cancellation Policy:

- All cancellation must be submitted to BILIF in writing either by letter or email.
- Any cancellation received 30 days or more prior to the training date will incur a cancellation fee of 10% of the programme fee.
- Cancellation received 8 - 14 days to the training date will incur a cancellation fee of 50% of the programme fee.
- Cancellation of registrations received 7 days or less from the date of training or if the delegate fails to attend the training, he/she will be considered as 'no show' and is subjected to 100% of the programme fee.
- BILIF welcomes and accepts replacement of participants up until a day before the training commences.

Other terms:

- Participants must complete all scheduled sessions and activities for them to receive the certificate of attendance/ completion.
- Payment must be made upon receipt of invoice issued by BILIF.
- BILIF reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.

ABOUT BILIF

Brunei Institute of Leadership & Islamic Finance (BILIF) was established in 2010 as the Centre of Excellence for the finance industry in Brunei Darussalam, providing high-quality learning solutions, including signature and collaborative events for human capacity development in the areas of Islamic finance and leadership.

Under the purview of Brunei Darussalam Central Bank (BDCB), BILIF plays a fundamental role in Pillar 5 of Brunei Darussalam Financial Sector Blueprint 2016-2025 in raising financial industry standards, especially in the areas of Islamic finance.

All of our programmes are accredited by Brunei Darussalam National Accreditation Council as Value Added Qualifications. Since its inception, BILIF has conducted 809 programmes and 83 events for more than 16,900 participants, including a suite of Virtual Instructor-Led Training (VILT) programmes and online events (as of December 2023).

BILIF has forged strategic partnerships with local and international organisations over the past 10 years which have allowed us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators, particularly in the areas of Islamic finance and leadership. Amongst these strategic partners include The London Institute of Banking & Finance (LIBF), United Kingdom; the Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI) and Bahrain Institute of Banking and Finance (BIBF), Bahrain; Islamic Development Bank Institute (IsDBI), Kingdom of Saudi Arabia, Singapore Management University (SMU), Singapore and INCEIF University, Malaysia. Locally, BILIF has also partnered with two of the top higher education institutions in Brunei Darussalam; Universiti Brunei Darussalam (UBD) and Universiti Sultan Sharif Ali (UNISSA) in our joint efforts to impart invaluable knowledge and skills for students and professionals in not only finance but also other private and government sectors.

Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and the Qualifying Examination for Insurance/Takaful Agents (QEFITA). BILIF is also the official examination centre for all examinations under Chartered Institute for Securities & Investment (CISI), UK; Chartered Bankers Institute (CBI), UK; International Compliance Association (ICA) and AAOIFI. BILIF has also recently been accepted as a Pearson Vue Authorised Test Centre which can house more than hundreds of examinations such as Certificate in Climate Risk, Certified Internal Auditor® (CIA®) and Certified Associate in Project Management (CAPM), amongst others.

BILIF has received multiple accolades including the "Best Emerging Islamic Finance Training Institution – Brunei 2021" from the International Finance Awards 2022; "Best Islamic Finance Education & Training Brunei 2021" from the Global Banking & Finance Awards® and "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony. BILIF was also awarded its third "GIFA Excellence Award (Islamic Finance Training & Education) 2022, which has been previously received in 2019 and 2021.



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Events

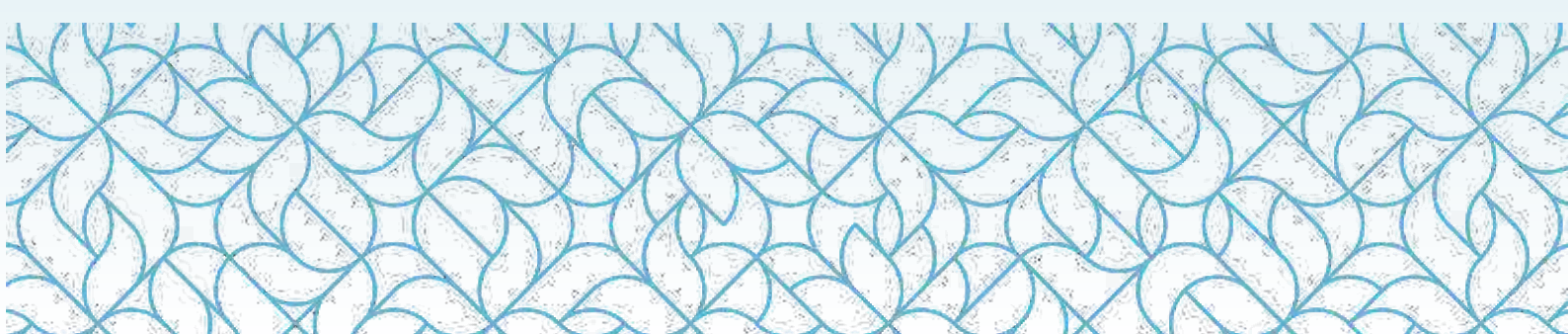
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Programmes
and Examinations

18,900+

Participants

INTERNATIONAL AWARD WINNING INSTITUTE





Discover our upcoming programmes and events:

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Contact our Client Solutions Department for any enquiries:

askSEED@bilif.com.bn

Alternatively, you can also WhatsApp us at
+673 8271 140 to learn more about our offerings.